



LAKEWOOD CITY COUNCIL STUDY SESSION AGENDA

Monday, November 9, 2020
City of Lakewood
7:00 P.M.

Residents can virtually attend City Council meetings by watching them live on the city's YouTube channel:

<https://www.youtube.com/user/cityoflakewoodwa>

Those who do not have access to YouTube can call in to listen by telephone via Zoom: Dial +1(253) 215- 8782 and enter participant ID: 868 7263 2373

Page No.

CALL TO ORDER

ITEMS FOR DISCUSSION:

- (3) 1. Joint Community Services Advisory Board Meeting. – (Workplan)
- (4) 2. Review of 2021 Human Services Funding Recommendations. – (Memorandum)
- (11) 3. Review of 2021 Lodging Tax Funding Allocations. – (Memorandum)
- (23) 4. Review of 2020 Accounts Receivable Write-Offs. – (Memorandum)
- (24) 5. Review of 2021 Fee Schedule Amendments. – (Memorandum)
- (75) 6. Review of Six-Year (2020-2026) Financial Forecast. – (Memorandum)
- (97) 7. Review of 2021-2022 Proposed Biennial Budget. – (Memorandum)
- (115) 8. Coronavirus Relief Fund (CRF) Grant Funding Status Update. – (Memorandum)

ITEMS TENTATIVELY SCHEDULED FOR THE NOVEMBER 16, 2020 REGULAR CITY COUNCIL MEETING:

- 1. Proclamation declaring November as Native American Heritage Month.
- 2. Authorizing the execution of an agreement with Horwath Law PLLC, for public defender services for the period of January 1, 2021 through December 31, 2025. – (Motion – Consent Agenda)

Persons requesting special accommodations or language interpreters should contact the City Clerk, 253-983-7705, as soon as possible in advance of the Council meeting so that an attempt to provide the special accommodations can be made.

<http://www.cityoflakewood.us>

3. Authorizing the execution of an grant agreement with Washington State Emergency Management, in the amount of \$50,877, for Emergency Management Performance. – (Motion – Consent Agenda)
4. Authorizing the execution of an employment agreement with John J. Caulfield for City Manager services. – (Motion – Consent Agenda)
5. Approving the 2021 Human Services Funding recommendations. – (Motion – Consent Agenda)
6. Approving the 2021 Lodging Tax Funding allocations. – (Motion – Consent Agenda)
7. Approving the 2020 Accounts Receivable Write-Offs. – (Motion – Consent Agenda)
8. Adopting the 2019-2020 Biennial Budget amendments. – (Ordinance – Regular Agenda)
9. Making a declaration of substantial need for purposes of setting the limit factor for the Property Tax Levy for 2021. – (Ordinance – Regular Agenda)
10. Adopting the 2021 Property Tax Levy. – (Ordinance – Regular Agenda)
11. Adopting the 2021-2022 Biennial Budget. – (Ordinance – Regular Agenda)
12. Adopting the 2021 Fee Schedule. – (Resolution – Regular Agenda)
13. Coronavirus Relief Fund (CRF) Grant Funding Status Update. – (Reports by the City Manager)

REPORTS BY THE CITY MANAGER

CITY COUNCIL COMMENTS

ADJOURNMENT

Persons requesting special accommodations or language interpreters should contact the City Clerk, 253-983-7705, as soon as possible in advance of the Council meeting so that an attempt to provide the special accommodations can be made.

COMMUNITY SERVICES ADVISORY BOARD

2020 WORK PLAN AND SIGNIFICANT ACCOMPLISHMENTS

Members:

Chair: Sarah Yamamoto
 Vice Chair: Brandon Wirth
 Edith Owen-Wallace
 Elisapeta Scanlan
 DeeAnn Harris

Laurie Maus
 Michael Lacadie
 John Mayfield

City Council Liaison:

Councilmember: Linda Farmer

Youth Council Liaison:

Meagan Duncan

Annette Ray

City Staff Support:

Brian Humphreys, Human Services Coordinator (HSC)
 Jeff Gumm, CDBG/HOME Program Manager
 Martha Larkin, CDBG/HOME Program Coordinator

Meeting Schedule:

Third Wednesday of the Month, 5:30pm, American Lake Conference Room

Accomplishments:

Date	Topic(s)
1/15	• Established ad hoc committee for reviewing application materials and process
2/19	• Meeting cancelled; Ad hoc committee reviewed application materials and rating tool
3/11	• Affirmed funding area definitions in collaboration with Lakewood's Promise
4/13	• Presented funding area definitions to the City Council
5/20	• Meeting cancelled
6/17	• Reviewed and approved CARES human services funding categories • Reviewed and approved contract performance for human services organizations • Reviewed and approved human services application workshop materials
7/15	• Virtual workshop for human services applications
9/2	• Reviewed the human services application and rating criteria • Applications dispersed for rating and review
9/22	• Conducted virtual interviews with human services applicants
10/13	• Discussed application ratings and finalized funding recommendations
11/9	• Funding recommendations presented to City Council
11/19	• Review contract performance for human services organizations

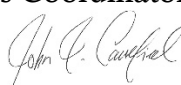
(Current Year) Work Plan:

1.	2020 human services contract performance
2.	2021-22 human services allocations process and funding recommendations
3.	Approve 5-year Consolidated Plan, Annual Action Plan, and Fair Housing Analysis
4.	Approve FY 2019 CAPER
5.	Public hearing on community development, housing and services needs
6.	FY 2021 CDBG/HOME funding strategies



To: Mayor and City Councilmembers

From: Brian Humphreys, Human Services Coordinator

Through: John J. Caulfield, City Manager 

Date: November 9, 2020

Subject: 2021 Human Services Funding Recommendations

Attachments: A. 2021 Human Services Funding Recommendations by Score
B. 2021 Human Services Funding Recommendations by Strategy
C. CARES Funding Disclosures
D. 12-year Human Services Funding History 2009-2020

Background

In 2014 the City Council adopted new funding strategies for the human services program based on a Community Needs Analysis. An updated 2020 analysis recommended these same strategies for the 2021 human services funding process. The Community Services Advisory Board (CSAB) reviewed the funding strategies, the human services funding application, and the rating criteria which were approved by the City Council in June.

2021 Human Services Funding Strategies:

- Emotional Supports and Youth Programming
- Housing Assistance and Homelessness Prevention
- Crisis Stabilization and Advocacy
- Access to Health and Behavioral Healthcare
- Access to Food

The request for proposals (RFP) was released on July 6th, 2020, with proposals due on August 22nd. Twenty-six (26) proposals, totaling \$559,480 were received.

Funding Deliberations

The CSAB followed the same fair and consistent process established for the 2018 deliberations process. Board members individually scored the applications and the proposals were ranked in order by average score. Program funding requests far exceeded the available resources. After reviewing the final average scores, the CSAB decided applications scoring 25 points or fewer would not receive funding, and members agreed on justification statements. (See Attachment A)

A couple notable trends were clear in how the final scores turned out:

- The 2020 human services application emphasized commitment to diversity, equity and inclusion and engagement with the Lakewood community. Applicants who effectively demonstrated these commitments tended to score better.
- The application emphasized programs that are primarily focused on the Lakewood community. Programs based in Lakewood tended to score higher than programs outside the city who also serve Lakewood residents.

To further guide their funding deliberations, which would determine the recommended funding levels, the CSAB placed a high value on programs that would have the greatest level of impact and success in serving Lakewood residents. Below are the criteria used for recommending specific dollar amounts per program proposal.

1. The highest ranked proposal in the strategy area would receive a full funding recommendation (up to \$25,000).
2. Lower ranking proposals would be recommended at levels that would support the work and not affect the overall intent or structure of the proposed program (Approximately 70% to 80% of the funding request, with two at 50%).

All programs presented in these funding recommendations met the following criteria:

- Requested funds are for serving Lakewood residents only;
- Proposed service fulfills an identified community need;
- Proposed service is a suitable intervention for the City's funding strategies;
- Partnerships are in place to avoid duplication of effort;
- Service locations are easily accessible to Lakewood residents;
- Agency demonstrates the ability to track performance and measure service outcomes;
- Agency demonstrates the ability to meet the City's contracting standards and reporting requirements, including financial audits and liability insurance;
- Maintains an appropriate balance between administration overhead and program costs;
- Agency demonstrates good standing with the IRS; and,
- Agency demonstrates an active and engaged board of directors.

2021 Funding Recommendations

The CSAB is recommending twenty-one (21) programs for 2021 human services funding for Lakewood City Council consideration. Program funding recommendations range from \$12,000 to \$25,000.

ATTACHMENT A is the list of all the applications submitted in order by average score. This attachment also contains the justification statements for applications that are not being recommended for funding.

ATTACHMENT B lists only the organizations the CSAB is recommending to receive human services funding in 2021 grouped by funding strategy.

ATTACHMENT C is a list of which applying organizations received CARES Act Relief funds in 2020. The human services application asked applicants to describe how much CARES funding they received for any program and from any funder, and what those funds were used for.

ATTACHMENT D is a summary of how human services funding has been allocated from 2009 through 2020.

ATTACHMENT A: FUNDING RECOMMENDATIONS BY SCORE

APPLYING ORGANIZATION	AVERAGE SCORE	REQUESTED (\$559,480)	CSAB Recommends	\$ 380,000.00	FUNDING AREA	JUSTIFICATION STATEMENTS
Lakewood's Promise		\$ 25,000.00	\$ 25,000.00	\$ 355,000.00		HS Coordinator; Youth Summit; Promise initiatives
Communities in Schools	35.0	\$ 25,000.00	\$ 25,000.00	\$ 330,000.00	Emotional Support/Youth	Youth programming AND basic needs met
Boys & Girls Clubs of SPS	34.5	\$ 20,000.00	\$ 20,000.00	\$ 310,000.00	Emotional Support/Youth	
Lindquist Dental Clinic	33.4	\$ 15,000.00	\$ 15,000.00	\$ 295,000.00	Health/Behavioral Health	
YMCA Pierce and Kitsap Counties	33.3	\$ 25,000.00	\$ 20,000.00	\$ 275,000.00	Emotional Support/Youth	Decided on a \$20K cap for youth programming
Greater Lakes Mental Healthcare	32.5	\$ 25,000.00	\$ 25,000.00	\$ 250,000.00	Health/Behavioral Health	
Nourish Pierce County	31.6	\$ 25,000.00	\$ 25,000.00	\$ 225,000.00	Access to Food	
St. Leo's Food Connection	31.5	\$ 25,000.00	\$ 25,000.00	\$ 200,000.00	Access to Food	
Tillicum Community Center	31.5	\$ 15,160.00	\$ 15,000.00	\$ 185,000.00	Access to Food	
Asian Pacific Cultural Center	31.3	\$ 25,000.00	\$ 20,000.00	\$ 165,000.00	Emotional Support/Youth	
Oasis Youth Center	31.0	\$ 15,000.00	\$ 15,000.00	\$ 150,000.00	Emotional Support/Youth	
Emergency Food Network	31.0	\$ 25,000.00	\$ 25,000.00	\$ 125,000.00	Access to Food	
YWCA	29.0	\$ 25,000.00	\$ 18,000.00	\$ 107,000.00	Crisis Stabil./Advocacy	
Rebuilding Hope SAC	29.0	\$ 14,000.00	\$ 12,500.00	\$ 94,500.00	Crisis Stabil./Advocacy	
Community Health Care	28.4	\$ 20,000.00	\$ 14,000.00	\$ 80,500.00	Health/Behavioral Health	
Catholic Community Services	28.2	\$ 20,000.00	\$ 14,000.00	\$ 66,500.00	Housing/Homelessness	
Rebuilding Together South Sound	27.5	\$ 20,000.00	\$ 14,000.00	\$ 52,500.00	Housing/Homelessness	
Making a Difference Foundation	27.2	\$ 25,000.00	\$ 15,500.00	\$ 37,000.00	Access to Food	
Pierce County Project Access	26.5	\$ 25,000.00	\$ 12,500.00	\$ 24,500.00	Health/Behavioral Health	
Tacoma Rescue Mission	26.3	\$ 25,000.00	\$ 12,000.00	\$ 12,500.00	Housing/Homelessness	
Springbrook Connections	25.8	\$ 25,000.00	\$ 12,500.00	\$ -	Crisis Stabil./Advocacy	
Pierce County AIDS Foundation	25.0	\$ 10,320.00		\$ -	Health/Behavioral Health	Great program but not quite as critical as others from smaller organizations the board prioritized
Your Money Matters Mentoring	24.0	\$ 10,000.00		\$ -	Emotional Support/Youth	It has a regional emphasis and it was unclear how much work would happen among Lakewood residents; Some questions about the budget and how the funds would be spent in Lakewood
Lorene's Place II	24.0	\$ 25,000.00		\$ -	Crisis Stabil./Advocacy	Not clear enough how the funds would be spent or how the work will impact the funding area
LASA	23.6	\$ 25,000.00		\$ -	Housing/Homelessness	Explanation of service not quite focused enough to demonstrate impact
Career Path Services	21.8	\$ 25,000.00		\$ -	Housing/Homelessness (Workforce Development)	Impacts of the work already being done in Lakewood not clear enough

Attachment B: 2021 Human Services Applications Summary of CSAB Recommendations			
Agency	Program	\$ Requested	\$ Recommended
EMOTIONAL SUPPORTS & YOUTH PROGRAMMING			
Asian Pacific Cultural Center	Promised Leaders of Tomorrow	\$ 25,000.00	\$ 20,000.00
Boys & Girls Club of South Puget Sound	LIFT: Support for Youth in Struggling Families	\$ 20,000.00	\$ 20,000.00
Communities in Schools of Lakewood	Integrated Student Supports	\$ 25,000.00	\$ 25,000.00
Oasis Youth Center	Support for Lakewood LGBTQ Youth	\$ 15,000.00	\$ 15,000.00
YMCA	Teen Outreach Initiative	\$ 25,000.00	\$ 20,000.00
Lakewood's Promise	Thriving Families and Youth Mental Health	\$ 25,000.00	\$ 25,000.00
Your Money Matters Mentoring	Financial Education with Financial Mentoring	\$ 10,000.00	\$0
	TOTAL YOUTH	\$145,000.00	\$ 125,000.00
HOUSING ASSISTANCE & HOMELESSNESS PREVENTION			
Catholic Community Services	Family Housing Network	\$ 20,000.00	\$ 14,000.00
Rebuilding Together South Sound	House Rehabilitation and Volunteer Day	\$ 20,000.00	\$ 14,000.00
Tacoma Rescue Mission	Shelter Services	\$ 25,000.00	\$ 12,000.00
LASA	Homelessness Prevention	\$ 25,000.00	\$0
Career Path Services	Career Navigation Boost	\$ 25,000.00	\$0
	TOTAL HOMELESSNESS	\$ 95,000.00	\$ 40,000.00
CRISIS STABILIZATION & ADVOCACY			
Greater Lakes Mental Healthcare	LPD Behavioral Health Contact Team	\$ 25,000.00	\$ 25,000.00
Rebuilding Hope: Sexual Assault Center	Advocacy & Therapy for Sexual Assault Victims	\$ 14,000.00	\$ 12,500.00
YWCA	Domestic Violence Services	\$ 25,000.00	\$ 18,000.00
Springbrook Connections	Direct Services & Resource Connections	\$ 25,000.00	\$ 12,500.00
Lorene's Place II	Lakewood Family Support Center	\$ 25,000.00	\$0
	TOTAL CRISIS & ADVOCACY	\$114,000.00	\$ 68,000.00
ACCESS TO HEALTH & BEHAVIORAL HEALTHCARE			
Community Health Care	Behavioral Health Services	\$ 20,000.00	\$ 14,000.00
Lindquist Dental Clinic for Children	Uncompensated Care Fund	\$ 15,000.00	\$ 15,000.00
Pierce County Project Access	Donated Care	\$ 25,000.00	\$ 12,500.00
Pierce County AIDS Foundation	Medical Case Management	\$ 10,320.00	\$0
	TOTAL HEALTH	\$ 70,320.00	\$ 41,500.00
ACCESS TO FOOD			
Emergency Food Network	Co-op Food Purchasing Program	\$ 25,000.00	\$ 25,000.00
St. Leo Food Connection	Mobile Food and Backpack Programs	\$ 25,000.00	\$ 25,000.00
Nourish Pierce County	Nutritious Food for Families in Need	\$ 25,000.00	\$ 25,000.00
Tillicum Community Center	Emergency Services - Food	\$ 15,160.00	\$ 15,000.00
Making a Difference Foundation	Eloise's Cooking Pot Food Bank Delivery	\$ 25,000.00	\$ 15,500.00
	TOTAL FOOD	\$115,160.00	\$ 105,500.00
	TOTAL	\$539,480.00	\$ 380,000.00

ATTACHMENT C: CARES Act Relief Funding Disclosures	
APPLYING ORGANIZATION	ANSWER TO APPLICATION QUESTION ABOUT CARES FUNDING
Asian Pacific Cultural Center	Received \$81,000 for expenses included employees, rent and utilities. Program description not provided.
Boys & Girls Clubs of SPS	We are using PPP funds for 24 weeks starting on 4/30/2020. BGC is receiving \$2,364 from City of Lakewood for youth programing and child care
Career Path Services	Received funding to carry one of our TANF programs through the end of our Program Year (June 30th). This allowed us to retain a fully staffed organization.
Catholic Community Services	Pierce County CCS received \$176,012 for emergency hotel shelter for inviduals and families for one month. The network across 10 counties in Western Washington received \$2,639,540 for emergency hotel shelter for veterans.
Communities in Schools	\$55,721.35 Payroll Protection Program (forgivable loan) received April 14, 2020 to fund Payroll & other covered expenses (April 14, 2020 - June 9, 2020) \$50,000 - City of Lakewood CARES Funding to fund to summer student supports and transition into the school year (July 1 - October 15, 2020)
Community Health Care	Community Health Care did receive CARES Act Relief Funding. Funding came from HRSA and has been used to purchase PPE and to support general operations.
Emergency Food Network	\$2,250,000 throughout Pierce County for pass through and food expenses. \$800,000 from City of Tacoma: \$500,000 pass through to other agencies and \$300,000 for EFN food purchasing and operational expenses.
Greater Lakes Mental Healthcare	\$25,000 from City of Lakewood for retrofitting the Lakewood campuses. Additional funding received in August for losses sustained for the Medicaid line of business.
LASA	City of Tacoma, to be used through 12.31.20 to support eviction prevention City of Lakewood, to be used through 10.31.20 to support eviction prevention FEMA, to be used through 12.31.20 to support eviction prevention
Lindquist Dental Clinic	LDCC received \$439,297.82 in PPP funding for staff payroll and utilities. LDCC received a \$499,900 EIDL Loan that we have to pay back at 2.75% interest and maturity of 30 years. LDCC received an EIDL advance of \$10,000 that has also been expended for our staff's medical benefits while we were mandated by Governor Inslee to be closed. LDCC received \$76,108.47 for lost revenues from the CARES Provider Relief Fund.
Lorene's Place II	N/A
Making a Difference Foundation	N/A
Nourish Pierce County	Nourish received \$159,448.96 in funds from Pierce County passed through EFN which was used to purchase emergency food. We received \$80,961.75 in CARES Capacity Grant funding passed through EFN which was used for capacity needs: refrigerators and freezers, shelving on the Mobile Food Banks, a floor scale at the Edgewood Food Bank, a floor scrubber, and pallet moving equipment. TEFAP CARES funding through EFN provided \$65,426.82 which was spent on staffing costs, employer paid health insurance and COVID supplies, costs incurred from April 1, 2020 through August 30,2020. The CARES Stabilization Funding provided \$69,203.66, funds spent on emergency food needs from July 1, 2020 through October 30, 2020. Last month Nourish received \$19,000 from the City of Lakewood to spend on emergency supplies and food needs through October 31, 2020.
Oasis Youth Center	Oasis Youth Center received\$10,000 from the City of Lakewood for software and technology to do virtual case management and community engagement.

Pierce County AIDS Foundation	PCAF has received funding from the CARES Act related to our Ryan White contract and supporting food and essential needs for clients, and to our HOPWA contract which supports housing needs for clients. These funds are in effect through 6/30/2021.
Pierce County Project Access	N/A
Rebuilding Hope SAC	\$25,000 from the City of Lakewood for software and technology to conduct virtual advocacy and therapy
Rebuilding Together South Sound	We received a Paycheck Protection Loan on April 30, 2020 in the amount of \$84,213.34 to cover payroll and benefit costs during the Stay at Home order.
Springbrook Connections	N/A
St. Leo's Food Connection	N/A
Tacoma Rescue Mission	We have received \$100,000 in CARES Act Relief Funding from the County for our Shelter Services Program.
Tillicum Community Center	N/A
YMCA Pierce and Kitsap Counties	The YMCA has received or will receive in-direct CARES Act funding from the following: Kitsap County, Free Meal Outreach, \$3,000 (received) and \$2,000 (pending); Pierce County, Homeless Hygiene, \$28,000 (received); City of Lakewood, Summer Day Camp and Power Scholars, \$20,000 (in contract); City of Lakewood, Child Care CARES Grants, \$2,000 (pending); Department of Children, Youth, and Families, Emergency Child Care (Mar-Jun), \$125,000 (received) No CARES Act funding will be used for the Teen Outreach Initiative.
Your Money Matters Mentoring	N/A
YWCA	There are 2 allocations of County CARES funds, one that already reimbursed expenses for technology needed immediately when the stay-at-home order was issued, one that is specific to DV and runs from August 1 to Dec. 31, 2020. Lakewood CARES is for \$25,000 to upgrade technology for continued remote services.

City of Lakewood Human Services Funding History

Organization	Program or Services	2009/10 Biennium	2011/12 Biennium	2013/14 Biennium	2015/16 Biennium	2017/18 Biennium	Current Biennium
Boys and Girls Club Lakewood	After School Programs Youth 8 - 18	\$ 100,000.00	\$ 40,000.00	\$ 20,000.00	\$ 24,000.00	\$ 25,000.00	\$ 40,000.00
Catholic Community Services	Emergency Housing	\$ 14,000.00	\$ 14,000.00	\$ 40,000.00	\$ 28,000.00	\$ 32,000.00	\$ 30,000.00
Communities in Schools	After School Program	\$ 42,000.00	\$ 31,500.00	\$ 30,000.00	\$ 49,000.00	\$ 46,500.00	\$ 35,000.00
Community Health Care	Primary Medical Care + Tillicum	\$ 27,000.00	\$ 46,000.00	\$ 15,000.00	\$ 24,000.00	\$ 5,000.00	\$ 40,000.00
Emergency Food Network	Food Distribution Program	\$ 30,000.00	\$ 45,000.00	\$ 40,000.00	\$ 43,000.00	\$ 50,000.00	\$ 50,000.00
Lakewood's 5 Promises to Youth	Youth Services Coordination	\$ 20,000.00	\$ 52,000.00	\$ 52,000.00	\$ 43,000.00	\$ 43,000.00	\$ 50,000.00
Pierce County AIDS Foundation	Medical Case Management	\$ 25,000.00	\$ 27,000.00	\$ 24,000.00	\$ 22,500.00	\$ 18,000.00	\$ 20,000.00
St. Leo Food Connection	Summer Meals Program	\$ 5,000.00	\$ 7,000.00	\$ 4,000.00	\$ 6,000.00	\$ 5,100.00	\$ 28,000.00
St. Leo's Food Connection	Mobile Food Program	\$ 14,000.00	\$ 19,000.00	\$ 24,800.00	\$ 18,000.00	\$ 10,000.00	\$ 32,000.00
YWCA Pierce County	Domestic Violence Shelter, Legal, Child Services	\$ 72,000.00	\$ 49,500.00	\$ 24,800.00	\$ 36,000.00	\$ 50,000.00	\$ 60,000.00
Organization	Program or Services	5 out of 6 Bienniums					
Caring for Kids	Ready to Learn Fair & School Supplies	\$ 27,200.00	\$ 44,000.00	\$ 20,000.00	\$ 20,000.00	\$ 10,000.00	
Nourish Pierce County	Food Banks Program		\$ 18,000.00	\$ 30,000.00	\$ 33,500.00	\$ 50,000.00	\$ 40,000.00
LASA	Outreach Program Client Center	\$ 18,500.00	\$ 11,500.00	\$ 17,000.00		\$ 45,000.00	\$ 37,500.00
Oasis Youth Center	Oasis Youth Center		\$ 26,000.00	\$ 16,000.00	\$ 12,000.00	\$ 14,000.00	\$ 25,000.00
Rebuilding Together South Sound	Rebuilding Together Program		\$ 6,200.00	\$ 16,000.00	\$ 33,500.00	\$ 20,000.00	\$ 28,000.00
Tacoma Rescue Mission	Family Shelter	\$ 40,000.00	\$ 20,000.00	\$ 40,000.00	\$ 24,000.00	\$ 30,000.00	
Organization	Program or Services	4 out of 5 Bienniums					
Franciscan Health System	Children's Immunization	\$ 46,000.00	\$ 38,000.00	\$ 29,400.00	\$ 24,000.00		
Greater Lakes Mental Health	Behavioral Health Team & Emergency Assistance	\$ 32,000.00			\$ 63,000.00	\$ 50,000.00	\$ 50,000.00
LASA	Housing for Homeless Families	\$ 39,000.00	\$ 41,500.00	\$ 30,000.00	\$ 12,000.00		
Lindquist Dental	Children Dental Services			\$ 20,000.00	\$ 21,000.00	\$ 29,000.00	\$ 28,000.00
Rebulding Hope; Sexual Assault Center	Advocacy and Therapy	\$ 20,000.00			\$ 18,000.00	\$ 30,500.00	\$ 28,000.00
Pierce College	Lakewood Computer Clubhouse		\$ 40,000.00	\$ 40,000.00	\$ 28,000.00	\$ 28,000.00	
Organization	Program or Services	3 out of 5 Bienniums					
Clover Park School District	Early Learning Consortium	\$ 100,000.00	\$ 40,000.00	\$ 30,000.00			
Communities in Schools	Champions Mentor	\$ 21,500.00	\$ 26,000.00	\$ 26,000.00			
Korean Women's Association	We Are Family Home	\$ 20,000.00	\$ 20,000.00	\$ 10,000.00			
South Sound Outreach Services	Outreach Program			\$ 20,000.00	\$ 39,500.00	\$ 40,000.00	
St. Leo's Food Connection	Backpack Program			\$ 5,000.00	\$ 6,000.00	\$ 4,500.00	
TACID	HELP & ACCESS Programs	\$ 12,000.00	\$ 15,000.00	\$ 8,500.00			
Tacoma Coummunity House	Victims Legal Advocacy Program				\$ 24,000.00	\$ 24,000.00	\$ 37,500.00
YMCA	Teen Late Night Program				\$ 15,000.00	\$ 20,000.00	\$ 16,000.00
Organization	Program or Services	2 out of 5 Bienniums					
Good Samaritan Hospital	Caregiver Respite & Support	\$ 20,000.00		\$ 19,000.00			
Metro Development Council	Family Support & Treatment Center		\$ 17,500.00		\$ 6,000.00		
Pierce County Community Connections	ChildReach Developmental Screening		\$ 18,000.00	\$ 15,000.00			
Tillicum Community Center	Emergency Food Assistance	\$ 28,000.00	\$ 20,000.00				
WWEE (Courage 360)	ReachPlus Employment Program			\$ 15,000.00	\$ 15,000.00		
Organization	Program or Services	One Biennium					
Beecher's Foundation	Pure Food Kids Project					\$25,000.00	
Centerforce	Community Inclusion for Adults w/Disabilities						\$ 20,000.00
Community Health Care	Adult Dental Services				\$ 12,000.00		
Mary Bridge Hospital	Children's Grief and Loss Support		\$ 15,000.00				
Pierce County Project Access	Donated Care						\$ 25,000.00
Lakewood Multicultural Coalition	Empowerment & Inclusion						\$ 3,000.00
Tacoma PC Health Department	CPSD Dental Services		\$ 21,000.00				
		2009/10	2011/12	2013/14	2015/16	2017/18	Current
Grand Total HS Biennial Funding Allocations		\$ 773,200.00	\$ 768,700.00	\$ 681,500.00	\$ 700,000.00	\$ 704,600.00	\$ 723,000.00
							\$ 4,351,000.00



To: Mayor and City Councilmembers

From: Tho Kraus, Assistant City Manager/Administrative Services

Through: John J. Caulfield, City Manager *John J. Caulfield*

Date: November 9, 2020

Subject: Review of 2021 Lodging Tax Funding Allocations

Overview

As authorized under state law, the City of Lakewood has enacted a lodging tax. The City receives a 7% share of the taxes collected by Washington State from lodging-related businesses located within the City.

The 7% breaks down into 4% which can be used for tourism promotion, or the acquisition of tourism-related facilities, or operation of tourism-related facilities. The additional 3% is restricted to the acquisition, construction, expansion, marketing, management, and financing of convention facilities, and facilities necessary to support major tourism destination attractions that serve a minimum of one million visitors per year.

The memorandum discusses the City's Lodging Tax Advisory Committee (LTAC), the estimated funds available, how the funds may be used, grant requests and recommendations.

Lodging Tax Advisory Committee

If a city collects lodging tax, state law requires the formation of a Lodging Tax Advisory Committee. The committee must have at least five members and each member must be appointed by the City Council. At least two of the members of the committee must represent businesses required to collect the tax, and at least two of the members of the committee must represent entities who are involved in activities authorized to be funded by the tax. The fifth member of the committee must be an elected official of the City, who shall serve as Chair of the committee. There is no maximum number of participants on the LTAC.

One role of the LTAC is to consider requests for use of lodging tax funds. The LTAC considers these requests in a public process, which is intended to generate comments and funding recommendations. These are forwarded to the Lakewood City Council who, in turn, reviews all of LTAC's proposals and votes yes or no to each one. The City Council cannot modify the recommended amounts or vendors provided to them by LTAC.

2020 Estimated Funds Available for 2021 Grant Awards

Total Estimated Funding Available for 2021 Grant Awards	Restrictions on Use		Total
	4%	3% (Restricted)	
	promotion, acquisition of tourism related facilities, or operation of tourism related facilities.	Reserved for acquisition, construction, expansion, marketing, and management of convention facilities.	
Estimated Ending Balance, 12/31/2020	\$869,292	\$368,062	\$1,237,354
Less Required for CPTC McGavick Center	\$0	(\$101,850)	(\$101,850)
Total	\$869,292	\$266,212	\$1,135,504

Grant Requests

In August 3, 2020, the City solicited for and received 15 proposals requesting \$605,400. Additionally, the City previously committed to an annual payment of \$101,850, beginning in 2007, for 20 years to Clover Park Technical College for construction of the Sharon McGavick Student/Conference Center.

2021 Grant Award Recommendations

The LTAC was provided completed applications on September 9, 2020 for review. On September 18, 2020 the LTAC met for a full day to hear presentations by each of the applicants. The members of the committee carefully considered each request based on the following criteria:

- Funds available
- Past performance
- Ability to attract tourism, particularly from outside the 50 mile radius
- Strength of the applications
- City of Lakewood's desire to retain dollars for future capital project(s)

Below are the Lodging Tax Advisory Committee's recommendations:

2020 Requests for 2021 LTAC Grant Funds Applicant	Funding Request		Recommended Funding	
	Non-Capital	Capital	Non-Capital (4%)	Capital (3%)
	Available Balance		\$ 298,892	\$ 266,212
Lakewood Historical Society	\$ 35,000	\$ -	\$ 35,000	\$ -
Lakewold Gardens	\$ 60,000	\$ -	\$ 50,000	\$ -
Historic Fort Steilacoom Association	\$ 12,000	\$ -	\$ 12,000	\$ -
Asian Pacific Cultural Center	\$ 15,000	\$ -	\$ 15,000	\$ -
Travel Tacoma - Mt Rainier Sports	\$ 100,000	\$ -	\$ 100,000	\$ -
LSCA - Gimhae Delegation	\$ 16,350	\$ -	\$ 16,350	\$ -
LSCA - International Festival	\$ 7,550	\$ -	\$ 7,550	\$ -
Lakewood Arts Festival Association	\$ 19,500	\$ -	\$ 19,500	\$ -
Lakewood Playhouse	\$ 25,000	\$ -	\$ 25,000	\$ -
Chamber of Commerce - Nights of Lights	\$ 25,000	\$ -	\$ 25,000	\$ -
Chamber of Commerce - Tourism	\$ 90,000	\$ -	\$ 90,000	\$ -
CoL – SummerFEST	\$ 80,000	\$ -	\$ 80,000	\$ -
CoL – Farmers Market	\$ 50,000	\$ -	\$ 35,000	\$ -
CoL – Summer Concert Series	\$ 20,000	\$ -	\$ 20,000	\$ -
CoL – Imaging Promotions	\$ 50,000	\$ -	\$ 40,000	\$ -
	\$ 605,400	\$ -	\$ 570,400	\$ -
	Subtotal	\$ 605,400	Subtotal	\$ 570,400
CPTC McGavick Center (Committee, Annual Payment)	\$ -	\$ 101,850	\$ -	\$ 101,850
	\$ 605,400	\$ 101,850	\$ 570,400	\$ 101,850
	Total	\$ 707,250	Total	\$ 672,250

Next Step

On November 16, 2020, the City Council will be requested to authorize the City Manager to enter into service contracts for the provision of tourism services in 2021.

Attachments

- Draft LTAC Minutes from September 18, 2020 Retreat



LODGING TAX ADVISORY COMMITTEE (LTAC)
September 18, 2020 - Friday – 8:30 A.M.
Virtual Meeting via Zoom

CALL TO ORDER

Chair Mayor Don Anderson called the meeting to order at 8:45 a.m.

ROLL CALL

Members present: Lakewood Mayor Don Anderson, Chair; Chelene Potvin-Bird, President/CEO -- Travel Tacoma; Phillip Raschke, Board member - Lakewood Playhouse; Linda Smith, President/CEO – Lakewood Chamber of Commerce, Jarnail Singh – Comfort Inn & Suites; Jessica Christensen – Holiday Inn

Members Absent: Asuka Ludden - Best Western Lakewood Motor Inn

City staff present: Tho Kraus, Assistant City Manager; Manny Cristobal, Finance Supervisor

PUBLIC COMMENTS - None.

MEETING MINUTES APPROVAL - The motion to approve the minutes passed unanimously

2020 GRANTS STATUS & FUND BALANCE – Tho Kraus, Assistant City Manager/Admin Services

Ms. Kraus briefly described the authorized uses for lodging taxes in the City of Lakewood (the City): 7% lodging tax is collected by the City of which 4% is designated for tourism promotion while the other 3% is restricted for capital-related projects owned by the City. She announced that \$1,237,354 is available for allocation in 2021, where \$800K is anticipated to come from 2020 revenues. She stated that the total amount requested is \$707.250, comprised of \$605K in noncapital requests plus the City's \$101,850 annual commitment to the McGavick Center lease, while the total amount available is \$869K. She also informed that 2020 participants reported \$133K in anticipated savings from the 2020 allocation. She ended by stating that all in all, there will be an estimated \$400K remaining at the end of the year after 2021 funds are granted as requested. Chair Mayor Anderson asked to clarify the two buckets of LT funding available. Ms. Kraus explained that there are tourism/marketing funds and capital funds and that these funds can be used for capital but not vice-versa. She added that there is no capital funding requested this year. Chair Mayor Anderson briefly explained the process of how funds are granted, the role of LTAC ("the committee") and the final ratification by the City Council. Chair Mayor Anderson also briefly recounted the impacts of the COVID crisis on lodging tax revenues. Ms. Kraus then shared the funding request schedule to be used as a guide during the award deliberations.

2020 GRANT PROPOSAL PRESENTATIONS

Lakewood Historical Society (LHS) - Phil Raschke, Board member and Sue Scott, President

Ms. Scott thanked the committee for helping them and being around for "your museum" then introduced Phil Raschke who presented. Mr. Raschke shared a slide show "Your Lakewood History Museum – Preserving Yesterday and Educating Tomorrow." He reported that their new location has been remodeled as part of the Colonial Center project. He informed about the passing of their former Treasurer, James Curley. He announced that there is no successor yet but they have a bookkeeper helping them out. He stated that despite COVID, the LHS continued to be active this year in the following areas 1) membership

renewal drive which brought in generous donations; 2) completed Phase 1 and 2 of major upgrades of their facility including the film room; 3) published a comprehensive museum brochure which included all museums in the area; 4) also published a special issue of the Prairie Gazette. He then showed before-and-after photos of their new remodeled offices and described the planned Phase 3 improvements. He also detailed their operating results for 2020 and their budget for 2021, which calls for \$59.5K in spend that will result in a shortfall of \$35K, the exact amount they are requesting the committee.

No questions from the committee.

Lakewold Gardens (LG) – Susan Warner, Executive Director, Cassandra de Kanter, Grants and Resource Specialist.

Ms. de Kanter kicked-off their presentation. She stated that they are trying to maximize their availability for event hosting. She reminded the committee that they are statutorily limited as to the number of events they can host and they have maxed out this quota. She announced that they have hired a new events coordinator and communications coordinator. Ms. De Kanter then Introduced Ms. Warner who took over the presentation. Ms. Warner began by thanking the committee for last year's funding which they partly used to improve their social media presence. She mentioned that they are doing fine overall despite the COVID crisis because they have, received generous government support. She revealed a change in their mission and vision statements and that they are aligning LG with the American Public Gardens Association movement to expand programmatic offerings into the arts. She stated that, while they love weddings, they are also looking to host other non-traditional social events. Ms. Warner highlighted Winter Garden Poetry Series which had expanded hours. She reported that they have virtualized most of their content due to COVID, such as, "Music from Home" with internationally renowned pianist Nyaho. She also reported that, while a month late, they were able to hold "FairyFest" under the current social distancing rules. Ms. Warner also disclosed that they have been received significant Artwork donations. She reported that the "Winter Solstice" event was cancelled due to supply chain issues caused by economic crisis but they plan to hold the event next year. She stated that they are asking for \$60K to continue partnerships, improve social media, and planning for "Winter Solstice Lights".

LTAC member Smith asked for clarification on when Winter Solstice will be held next to which Ms. Warner confirmed that this year's event is cancelled and next year's is currently under planning.

Historic Fort Steilacoom Association (HFSA) – Joseph Lewis, Secretary

Mr. Lewis began by giving a history of Fort Steilacoom. He noted that Fort Steilacoom is the oldest attraction in Lakewood (since 1983) and has been in the National Historic Register for 170 years. He described their unique situation where the State owns the land and buildings where the Museum is sited with HFSA under a long-term lease which they pay for through their volunteer service. They cannot use LTAC grants for capital and so they only use the LTAC grants for publicity and promotion. He reported that they were closed down during the pandemic and this year's revenues have fallen dramatically as a result. He reported that during the downtime they have been planning on improving customer experience, expanding their social media presence, upgrading their website by uploading their archives, and hosting virtual programs. He informed that DSHS recently released a master plan for a reconfiguration of Western State Hospital which will be favorable to the Museum in terms of improved access. He also mentioned that HFSA ordered logoed and regular masks for their customers and employees. He warned though that he is not sure how many volunteers, among the eight that they had pre-closure, will return when they reopen. He declared that they are asking for \$12K in grant funds which is at the same level as the prior year.

Chair Mayor Anderson expounded on the Master Plan for Western State Hospital noting that it is still a fluid situation in terms of funding, design and zoning. He added that it is more desirable if the City can gain control over the historic area which will be a great adjunct to Fort Steilacoom Park. Mr. Lewis added that the plan actually gave some needed publicity to the Park.

Asia Pacific Cultural Center (APCC) - Faaluaina Pritchard, Executive Director

Ms. Pritchard began by wishing the committee well. She stated that they are requesting \$15K to help put up the annual Samoan Cultural Day for next year. She stated that the APCC event was traditionally held at the same day as Summerfest but they prefer holding their event at a different Saturday in July – they plan on holding the 2021 event on the last Saturday. She provided 2018 demographics which showed the increasing population of Asian, Hawaiian and Pacific Islanders. She reported that they had to cancel this year's live event but was able to do it virtually which became a success on its own. Ms. Pritchard stated that the grant will be used for hosting the 11th Samoan Cultural Day in 2021, paying for the project venue, equipment rental, supplies, and janitorial services and providing \$5K in allowance for guest lodgings in mostly Lakewood hotels.

No questions from the committee.

Lakewood Chamber of Commerce – Tourism - Linda Smith, President/CEO

Ms. Smith thanked the committee for being there today. She started by saying that they are requesting \$95K for their tourism and events promotion services and that they are appreciative of LTAC support through the years. She reported that according to the WA Hospitality Assn, state-to-state travel will be down for the next two years, which is why they quickly pivoted by directing their campaign to focus in-state travel. (Technical difficulties prevented Ms. Smith from sharing their promotional videos which highlights their newly created in-state drive itineraries.) She next described their advertising activities this year as they continue their role as lead destination marketing organization for the City. She stated that their focus is on individual and family travelers and promoting drive-tours as a wide-open, clean and safe travel activity. She stated that they will continue to produce more destination videos and tourism collateral materials, such as, as brochures, events calendars, attractions and services inventory.

No questions from the committee.

(The committee recessed for lunch at 11:55)

Travel Tacoma Mt. Rainier Tourism & Sports (TT) - Dean Burke, President/CEO

Mr. Burke started by stating that they're ask this year for LTAC funding is \$100,000 which is down from last year's \$120K request. He added that they are returning \$26,393 from this year's budget and looking for further savings before the year is over. He mentioned that this year they have diligently invested in an aggressive stakeholder communications plan by sending biweekly news to committee members and interested parties and have been monitoring audience engagement and feedback. He gave a refresher of their rebranding efforts from last year, the reason for the name change and the use of the all-encompassing "Mountain-City-Sea" moniker. He then proceeded to talk about the Geofencing application that they implemented during the pandemic to aid in their recovery effort. Geofencing is the use of GPS or RFID to create virtual geographic boundary which lets an App to trigger a response every time a mobile device enters or leaves a particular area. He said that the tool gathers and analyzes geographic, demographic and psychographic data from visitor activities. He then showed various samples of charts generated by the App. He expressed his excitement about the App's capability to target not only past visitors but also "look-alike" potential customers. Mr. Burke then described TT's core pillars which are: leisure, conventions and meetings, and sports, although warned of potential priority shifts due to COVID.

He stressed that their strategy is to continue to encourage independent travelers to go into our community and collaborate with our attractions as they open-up, with the attraction promoters working with TT for lead opportunities.

No questions from the committee.

Lakewood Sister Cities Association – Gimhae Delegation - Connie Coleman-Lacadie, President

Ms. Coleman-Lacadie thanked the committee for always considering Sister Cities for LTAC grants. She mentioned that similar to last year, they have two different grants for two events that tie-in together. She shared a concern though that in 2021, the timing of events may become an issue as the delegation may prefer not to take part in large events. She asked for flexibility in next year's schedule. She stated that they are asking for \$16,350 for 2021 as they expect a larger delegation next year. She concluded by thanking the City for accepting the City of Gimhae's gift of PPEs and masks earlier in the year. Chari Anderson noted the details of the aforementioned donation and its disposition and added that the he and the City Council were fully appreciative and that Sister Cities really add value.

No questions from the committee.

Lakewood Sister Cities Association – International Festival - Connie Coleman-Lacadie, President

Ms. Lacadie next presented the international festival event and reiterated the need for flexibility in the scheduling for 2021. She mentioned they are exploring ideas of having a different venue or timing as the Summerfest, such as, holding it in Colonial Square, or rescheduling to coincide with Farmers Market, where they can be more creative in presenting the international flair to Lakewood citizens. She is requesting \$7,550 for the international festival.

No questions from the committee.

Lakewood Arts Festival Association - Robert Lawrence, Chairman

Mr. Lawrence announced that they had to postpone their festival due to COVID restrictions which left \$10,000 in savings to the LTAC fund. However starting Oct 2020 through the 10th Arts Festival in Oct 2021, they will sponsor a biweekly program on their website, Facebook and Suburban Times with articles about upcoming films and interviews with artists and authors. Mr. Lawrence mentioned that they have already booked the McGavick Center for next year's event. Mr. Lawrence stated that they are encouraging more attendance to the festival by adding new talents and activities, such as, Filipino dancers, Nisqually tribe display and dancers, green screen and film exhibits, Pierce County Library exhibits, professional puppet show, military art exhibits, etc.

Chair Mayor Anderson asked what the attendance was at the 2019 event. Mr. Lawrence recalled 1200-1500 with 60 artists and over 40 authors, and stated that it has been improving every year.

No questions from the committee.

City of Lakewood PRCS – Summer Concert Series - Sally Martinez, Parks and Recreation Coordinator

Ms. Martinez reported that the Summer Concert was cancelled due to COVID although they did the planning activities this year. She mentioned that they were able to invite and schedule seven bands in different music genres before the cancellation. She stated that they are looking forward to the 2021 event and that their venue, the Pavilion at Fort Steilacoom Park, will allow them to comply with COVID restrictions. She shared a slideshow from last year which showed the activities that they created for their guests and stated that these events are needed by the community especially at this time. She reminded

the committee that these concerts are free to the community; old to younger, all cultures and with all abilities. She next mentioned that they engage with Asia Pacific Cultural Center to provide entertainment and bring in food trucks. She closed by stating that they are constantly exploring ideas on how they can pivot in terms of event offerings under this environment.

Chair Mayor Anderson asked if they anticipate maintaining or enhancing the quality of invited musicians with this grant request. Ms. Martinez responded that they will maintain the same level and plan on using the same musicians as they've already been extensively vetted. The 20K request will be used to pay for the musicians and the rent of porta-potties for the event.

Lakewood Playhouse - James Venturini and Heather Hines – Co-Artistic Directors

Mr. Venturini announced that Mr. John Munn resigned as one of the Playhouse's artistic directors last July and he and Heather Hines are now the managing artistic directors going forward. He thanked the committee for their continuing support. Reported that they provide programming 365 days a year with full-production, education programming, readings and special events. They rent space in Lakewood Towne Center for their classes. Moved entire fall productions online through 2021. They will adapt to the conditions or restrictions that the State allows. They will use the grant award to market the online productions and are planning just in case they can open doors again in 2021. Stressed the importance of strong marketing under the current environment to make audiences aware about their status and online activities. He showed samples of their print marketing materials and will continue to make them in combination with online advertising. He is aware about the impacts of COVID on the City's lodging tax revenues and ensured the committee that they will spend their grant wisely.

LTAC member Potvin-Bird stated that Mr. Venturini brought up a good point about room collections being down, then asked him to remind the group how the Playhouse tracks where customers come from. Mr. Venturini said that they do a lot of demographic surveys using their subscriber list or their larger email contact list. He added that their hiring of talent and designers from big cities outside of Lakewood potentially adds these individual's families and contacts to the Playhouse's target audience which can in-turn add lodging revenues from the highly coveted "over 50-mi. radius" market.

Chair Mayor Anderson wished them well and hoped they can open in the near future.

City of Lakewood PRCS – Farmers Market - Sally Martinez, Parks and Recreation Coordinator

Ms. Martinez happily announced that the Farmers Market has been designated an essential business. She shared their new promotional video for 2020. She stated that they switched their location to Steilacoom Park and required vendors to be 10 feet apart to comply with COVID prevention requirements. She commented that because the new venue is bigger and more spacious, they were able to get more vendors to participate than last year. She showed photos of their 2020 season held at the new location and heralded the success they achieved in contrast to farmers' markets in the region which had to downsize due to the new restrictions. She added that they have extended the market into the fall season as there is still demand for it. She then detailed the changes that they implemented this year, such as, new signage to orient customers on the new venue and to ensure compliance with the restrictions, created new advertising which billed the event as the "All-New Farmers Market", added a makeshift drive-in movie which allowed them to promote the Farmers Market to the movie patrons, and secured additional liquor licenses for new wine vendors. Ms. Martinez also highlighted the amount of sales generated this year which is significantly higher than last year's. She stated that next year they want to hold the market in two locations because of its popularity.

Chair Mayor Anderson asked what the overall attendance will be this year compared to last year to which Ms. Martinez responded that daily attendance will be doubled.

City of Lakewood PRCS – SummerFEST - Sally Martinez, Parks and Recreation Coordinator.

Ms. Martinez started off by reporting that SummerFest was cancelled this year due to COVID. For the benefit of new LTAC members, she showed video promotions that they had for the 2019 event. She said 2019 was an extremely successful event according to testimonials from the food vendors. She mentioned that they are planning changes for 2021, such as, holding a 3-day event in lieu of a 1-day festival which will benefit them as some potential sponsors, like Pierce County, are willing to provide funding for a 3-day event. She also mentioned that they have a team in place planning for next year's event to be held under COVID restrictions. In the meantime, Ms. Martinez stated that they are increasing their advertising campaign by continuing to focus on JBLM families of service men and women, using radio more as this targets the coveted audiences from beyond the 50 mi. radius, working harder on soliciting sponsorships and take advantage of their continuing interest despite COVID, and cross-marketing with other tourist organizations, such as, Farmers Market, Lakewold Gardens, Sister Cities, and Asia Pacific Cultural Center.

No questions from the committee.

City of Lakewood Communications – Imaging Promotions 2020 - Shannon Kelley-Fong, City Senior Policy Analyst; Becky Newton, Economic Development Manager

Ms. Kelley-Fong thanked the group for their commitment in serving in the committee. She then introduced their "Build It Better Here" imaging campaign and stated that continued funding will raise the level of awareness of Lakewood and its attractions, create economic activity in terms of retail sales, and increase events attendance and hotel-motel overnight stays. She shared that visual content is increasing in importance as most people, according to a study, prefer digital images than static text. She reported that they are in continued partnership with Hemisphere to deliver media content for their programs and are therefore requesting additional funding, 50K in 2021, to continue this momentum. She disclosed that the funds will be allocated as follows: \$46,760 to continue building the website for the campaign, \$2K for professional photography services, and the rest for additional hardware and software to improve quality of videos and digital content. Ms. Kelly-Fong stated that the goals of the program and campaign are to change the perception of Lakewood by emphasizing the positive, to increase outreach through targeted ads, to increase hotel stays by promoting events and attractions outside of the South Sound to encourage overnight stays (50+ mi), and to increase tourism via internet ads to attract out-of-state visitors. She also showed some metrics that are in place to track number of visitors and/or clicks to the website and that the results so far have been positive. Ms. Newton added to the presentation and informed that the City has some new hotels to promote: Town Place Suites and Comfort Inn Suites, which just recently opened and Whispering Suites which is under construction. She added that the City's proximity to and relationship with JBLM brings a lot of business events and families which adds to long-term and short-term lodging stays and their campaign will be instrumental in promoting the City to this segment. She stated that COVID has forced them to pivot on some of their targets and activities and Hemisphere has allowed them to be flexible.

No questions from the committee

Lakewood Chamber of Commerce – Nights of Blue Lights

Ms. Smith began by stating the “Nights of Blue Lights” started last year. She discussed the reference to the blue lights where blue was the favorite color of Mary Cordelia Davis and how the City in the past had used blue lights for annual Holiday festivities. She mentioned how “Nights of Blue Lights” resurrects this unique tradition which is intended to attract visitors during the holiday season and boost tourism and sales activity. She showed photos of establishments that displayed blue light decorations in the past year. She next related that the Chamber is planning on creating tour packages next year which features the “Nights of Blue Lights” in combination with other City attractions in that season.

GRANT FUNDING DECISIONS

(Group deliberations commenced to determine the amount of grants to be awards).

Basis for Awards and Other Recommendations

- Historic Fort Steilacoom Association (HFSA) - The committee agreed to grant the full requested amount of \$12K with a suggestion that HFSA reexamine their current marketing mix to move farther away from print media by working with the City and other partners who can provide them the technology.
- Asia Pacific Cultural Center – LTAC member Potvin-Bird reported that the Tacoma Dome is shutting down the Ex Hall and moving events to the Convention Center next year; and , while the APCC is looking to move back to Lakewood, the impacts to the City will be farther out in the future. Chair Mayor Anderson remarked that the APCC had added new and attractive programs to their event and suggested granting the full request. The committee approved the full amount of \$15K.
- Travel Tacoma (TT) – LTAC member Smith stated that she was impressed with TT’s Geofencing application with its ability to track customers and visitors activities and behavior to create metrics that allow for effective and efficient marketing. The committee discussed the potential for the technology to be shared with the other tourism partners. The committee granted the requested amount of \$100K.
- Lakewood Sister Cities: Gimhae Delegation – Chair Mayor Anderson shared his assessment that there is more to Sister Cities than heads-in-beds right now, although positive impacts to tourism will still come in the near future. He praised the City of Gimhae for their recent generous donation of PPEs and masks to the City. The committee approved the full request of \$16,350.
- Lakewood Sister Cities: International Festival – LTAC member Potvin-Bird reviewed that together with the Gimhae delegation, their total request this year is the same as last year. It was noted that Sister Cities have not submitted reimbursements to-date on their 2020 grant and did not inform the City of the amount of savings. The committee approved the requested amount of \$7,550.
- Lakewood Arts Festival – LTAC member Raschke stated that the festival helps put Lakewood’s name in the forefront. The committee agreed that the pivot to online and social media offerings has potential to grow the market as people stay home more because of COVID. The full amount of \$13,500 was awarded.
- Lakewood Historical Society – LTAC member Smith stated that the museum remodel was beautifully done and that the timing of COVID was unfortunate. She said that interactive displays provide a form

of “edu-tainment.” Chair Mayor Anderson stated that while the museum is not a main attraction, it provides a valuable complementary activity. The committee granted the full amount requested of \$35K.

- Lakewold Gardens (LG) – Chair Mayor Anderson provided some history about LG where a previous change in leadership did away with wedding events as their main service, but recently reversed course due to LTAC influence. LTAC member Potvin-Bird remarked that wedding events, even if LG did the maximum allowable, do not generate as much in lodging stays. The committee reduced the award to \$50K.
- Lakewood Playhouse – Chair Mayor Anderson asked why they still have operating expenses this year when they were not putting on productions. LTAC member Potvin-Bird reviewed the Playhouse’s spending proposal and reported that the plan is a mix of social media, website, radio and print advertising. LTAC member Raschke commented that the Playhouse will need extra marketing effort after being shuttered to entice audiences to come back. The committee approved the full amount of \$25,000 but Chair Mayor Anderson commented that they can come back to reassess the determination if necessary.
- Chamber of Commerce - Night of Lights – Chair Mayor Anderson asked to be reminded of how the funds will be used to which Ms. Smith explained that funds will be used for purchasing decorative lights and installations. The committee approved the requested amount of \$25K.
- Chamber of Commerce (CC) - Tourism – LTAC member Raschke stressed the important role of the CC with its involvement with the City. The committee approved the requested amount of \$90K.
- Summerfest – Chair Mayor Anderson stated that they need to support Summerfest because of their explosive success in the past. LTAC member Raschke mentioned that Summerfest has an established reputation now and is well-known throughout the City. The committee approved the requested \$80K.
- Farmer’s Market – Ms. Potvin-Bird stated that farmers markets are great for the local community but they don’t generate hotel-motel stays that much and so the \$50K ask may be too high. The committee decided to award \$35K.
- Imaging Promotions – Ms. Potvin-Bird asked whether the program has other sources of funds to which Chair Mayor Anderson replied that they are funded by the General Fund and LTAC grants. She also noted that most of their awards goes to ad development in contract with Hemishpere. The committee reduced the award to \$40K instead of the requested \$50K.

A summary of the award determinations is given below.

LAKEWOOD LODGING TAX ADVISORY COMMITTEE RECOMMENDATIONS

2020 Requests for 2021 LTAC Grant Funds Applicant	Funding Request		Recommended Funding	
	Non-Capital	Capital	Non-Capital (4%)	Capital (3%)
	Available Balance		\$ 298,892	\$ 266,212
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	\$ 605,400	\$ -	\$ 570,400	\$ -
	Subtotal	\$ 605,400	Subtotal	\$ 570,400
CPTC McGavick Center (Committee, Annual Payment)	\$ -	\$ 101,850	\$ -	\$ 101,850
	\$ 605,400	\$ 101,850	\$ 570,400	\$ 101,850
	Total	\$ 707,250	Total	\$ 672,250

LTAC member Raschke moved to accept the final allocation and LTAC member Potvin-Bird seconded.

With no further discussions, the motion to approve the recommended amounts was passed unanimously.

ADJOURNMENT - Chair Mayor Anderson adjourned the meeting at 3:30 p.m.

Minutes:

Manny Cristobal, Finance Supervisor (Preparer)

Mayor Don Anderson, Chair



To: Mayor and City Councilmembers
From: Tho Kraus, Assistant City Manager/Administrative Services
Through: John J. Caulfield, City Manager *John J. Caulfield*
Date: November 9, 2020
Subject: Review of 2020 Accounts Receivable Write-Offs

BACKGROUND

Per the Lakewood Municipal Code 03.22.02 Write-Off: The City shall make reasonable attempts to collect all money owing in compliance with city policy and procedures. If such attempts fail and at least 120 days have passed since the original due date, the receivable will be sent to the collection agency. No less than 24 months after the original due date, if the receivable remains uncollected, the City may write-off the debt, provided the amount of the receivable is less than \$250.00 and both the City Manager and Assistant City Manager/Administrative Services authorize the write-off. Any decisions regarding write-off are discretionary with the City and may consider any variety of factors, including but not limited to resources of the City for purposes of attempting collection and aggregate impact of receivables at the time.

PROPOSED WRITE-OFFS

In reviewing the account receivable that is owed to the City, the following are requested to be written off:

- **Jefferson Taylor \$727.98**
Subrogation for City property damage claim #2017-0085, date of loss 05/15/2017, location 108th Street SW & Douglas Drive SW, Lakewood. Individual's vehicle damaged City street sign. A 30 day to pay letter was sent on 01/02/18. When no payment received, turned over to collection on 02/26/18 to Dynamic Collectors.
- **David Schooley \$25,952.41**
Subrogation for City property damage claim #2016-0045, date of loss 01/22/2016, location North Bound I-5 & Madigan exit, Lakewood. Individual's vehicle damaged contractor's equipment (truck mounted impact attenuator). A 30 day to pay letter was sent on 01/02/18. When no payment received, turned over to collection on 02/18/18 to Dynamic Collectors.
- **Barbara Snowberger \$3,285.25**
Subrogation for City property damage claim #2018-0087, date of loss 08/12/2018, location 40th Ave. SW & 96th Street SW, Lakewood. After investigation it was found the individual's actions resulted in damage to a City guardrail. A 30 day to pay letter was sent on 09/24/18. When no payment received, turned over to collection on 12/06/18 to Dynamic Collectors.
- **Uitualagi Viena \$5,934.53**
Subrogation for City property damage claim #2018-0066, date of loss 06/09/2018, location 8801 Custer Road SW, Lakewood. After investigation it was found the individual's actions resulted in damage to a City guardrail. A 30 day to pay letter was sent on 09/24/18. When no payment received, turned over to collection on 12/06/18 to Dynamic Collectors.

NEXT STEPS

- November 16, 2020 Regular Council Meeting - Approve 2020 Accounts Receivable Write-Offs



To: Mayor and City Councilmembers
From: Tho Kraus, Assistant City Manager/Administrative Services
Through: John J. Caulfield, City Manager *John J. Caulfield*
Date: November 9, 2020
Subject: Review of 2021 Fee Schedule Amendments

BACKGROUND

On an annual basis, the proposed fee schedule for the upcoming year is presented to the City Council for consideration and approval.

NEXT STEPS

Adopt 2021 Fee Schedule Amendments – November 16, 2020.

ATTACHMENTS

- 2021 Proposed Fee Schedule – With Track Changes
- 2021 Proposed Fee Schedule – Clean Version

PROPOSED CHANGES

Change to the proposed 2021 fee schedules are presented by in red, by section, with background/basis for the proposed change.

1) Amendments to Part A. Copies/Duplication

A. Copies/Duplication	
Various Departments	
Copies of resolutions, minutes of meetings, full municipal code, contracts, reports and other disclosable public records. (No fee charged for copies of ordinances.)	\$0.15 per page + mailing container, shipping/postage. Staff may in its discretion send copy jobs for outside printing, in which case, actual cost is charged.
Public Records:	
Copies of Public Records	\$0.15 per page
Scanned Public Records into Electronic Format	\$0.10 per page
Electronic files or attachments uploaded to email, cloud-based storage service or other means of electronic delivery.	\$0.05 cents per 4 files or attachments
Transmission of public records in an electronic format.	\$0.10 per gigabyte
Digital Storage Media or Device; Container or Envelope used to mail copies to requestor and postage/delivery charge.	Actual Cost
Note: <ul style="list-style-type: none"> - Charges can be combined if more than one type applies. - Pursuant to RCW 42.56.120(2)(b), the City of Lakewood is not calculating/assessing all actual costs for copying records because to do so would be unduly burdensome for the following reasons: <ul style="list-style-type: none"> (1) The City does not have the resources to conduct a study to determine all actual copying costs for every actual cost type; and (2) To conduct such a study would interfere with other essential city functions; and (3) even if the City were to conduct such a study, the systems in place facilitate tasks other than public records production. 	

Basis/Background:

The changes are based on rates authorized by RCW 42.56.120.

2) Amendments to Part C. Planning and Development Fees

Fee Type		Fee Amount	
C.	PLANNING AND DEVELOPMENT FEES (continued)		
Zoning Certification/Site Plan Review			
Construction Value		CED Zoning Certification Fee	Compliance check w/ AUP, CUP, etc. permit conditions
\$0 - \$99,999		\$260.00	\$50.00
\$100,000 - \$249,999		\$530.00	\$200.00
\$250,000 - \$499,999		\$790.00	\$450.00
\$500,000 - \$999,999		\$1,000.00	\$700.00
\$1,000,000 - \$4,999,999		\$2,000.00	\$1,200.00
\$5,000,000 - \$10,000,000		\$2,500.00	\$1,700.00
Over \$10,000,000		\$3,000.00	\$2,200.00
Other Fees			
Non-Conforming Sign Permit Fees (LMC 18A.50.675)			
	If the permit is obtained within ninety (90) days of receipt of notification by the City advising the applicant of the need to obtain a-	No permit fee	
	If the permit is obtained after the ninety (90) day time period following notification by the City.	\$84.00	
Multi-Family Tax Exemption (MFTE) Applications (LMC 3.64.030)			
Conditional Certificate Application		\$800.00	
Extension of Conditional Certificate of Application		\$500.00	
Final Certificate of Application		\$500.00	
8-Year Tax Exemption Annual Monitoring Fee (due payable upon final certificate)		\$800.00	
12-Year Tax Exemption Annual Monitoring Fee (due payable upon final certificate)		\$1,200.00	

Basis/Background:

Fee Type Category. Minor text changes for clarification fee type.

Non-Conforming Sign Permit. LMC 18A.50.675 has been deleted from the municipal code. Fees are no longer required.

MFTE Annual Monitoring Fees. State requires submittal of annual reports. Fees help partially offset administrative costs.

3) Amendments to Part D. General Requirements for All Construction-Related Permits

Fee Type		Fee Amount
D. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS - continued		
Plan Review Fees		
Other Fees		
	Mobile Home Setup Permit	\$184.00
General Comments		
2)	Additional inspection outside of normal business hours or investigative fee rates are calculated at \$92.00 per hour (2 hour minimum).	
6)	The use of outside consultants for plan checking and/or inspections will be the actual plus overhead adjustments as determined by the Building Official. Expedited plan review by the use of outside consultants for plan checking and/or inspections will be the actual cost calculated by outside consultant. The consultant fees shall be paid directly to the outside consultant. Thereafter, the Building Official will adjust the City's building permit review fees.	
7)	The payment of the fee for the construction, alteration, removal or demolition for work done in connection to or concurrently with the work authorized by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees as assessed.	
8)	Temporary Certificate of Occupancy (TCO): \$200.00 application filing fee (nonrefundable), plus a cash guarantee or other appropriate security, including letters of credit, in the amount of 150% of the estimated work remaining. The cash guarantee or other appropriate security, shall be forfeited to the City if the work is not completed within the time period specified on the application as agreed to between the City and the property owner or authorized person acting on the property's owners behalf. In the case where such cash guarantee or other appropriate security is forfeited to the City, the proceeds therefrom shall be placed in the City's general fund.	
9) 8)	Any time the use of a building or tenant space is changed, a change of use permit is required. The fee for a change of use permit is \$250.00. If alterations to the space are to be performed, additional permits and fees may be required such as building permit, plumbing permit, mechanical permit, etc. Please note that an electrical permit may be required for changes to the electrical service or wiring.	
9)	Foundation only permit for phased commercial and multifamily projects, 10 percent of the ICC Building Valuation.	
10)	Building permit extension (after two extensions have been previously authorized by the Building Official). The fee is 0.5 hours at the CEDD hourly rate (see Staff Review Fees under Other Fees section).	
10	Shell only permits for phased commercial and multifamily building, 80 percent of the ICC Building Valuation per square foot.	
11	Review of minor additions or revisions to plans before permit issuance, \$92 per hour, minimum, one hour. Major revisions to plans will require a new plan review fee. Revisions submitted in response to plan review comments do not require additional plan review fee. Shell only permits for phased commercial and multifamily	
12	Review of minor additions or revisions to plans after permit issuance, \$92 per hour, minimum, one hour.	
13	Review of deferred submittals, \$92 per hour, minimum one hour.	
14	Tenant improvements for shell building, 50 percent of the ICC Building valuation per square foot. Said tenant improvement is limited to nonstructural tenant alterations not included in the building permit for the new shell building. This work is limited to improvements of previously unoccupied space.	
15	Work without permits; double fees for building permits and plan review fees.	
16	Building permit extension (after two extensions have been previously authorized by the Building Official). The fee is 0.5 hours at the CED hourly rate (see Staff Review Fees under Other Fees section).	

Background/Basis:

Mobile home Setup Permit. Add new fee based on \$92.00 hourly rate for staff time, which is consistent with the permit application.

General Comments (by item #):

- 2) Added 2 hour minimum in order to cover costs for inspections occurring outside normal business hour (does not occur often).
- 6) City receives few expedited review requests, but when it does, procedures should be in place. This text amendment attempts to address these kinds of situations.
- 8) Delete this item. Temporary Certificates of Occupancy (TCO) are generally sought and acquired when a building is still under minor construction. It is also not uncommon for the applicant to reapply for a TCO. TCOs are often abused, and once issued, it is difficult to get the applicant to finish the projected.
- 9) Renumber as item 8.
- 9) New - Foundation only permit. Provides flexibility to the applicant to start a project before the building permit is issued.
- 10) Moved to bottom of list – Building permit extensions beyond two extensions – see item 16.
- 10) New -Shell only permit. Provides flexibility to the applicant to start a project before the building permit is issued.
- 11) New - Review of minor additions or revisions of plans before permit issuance. To deter applicants from submitting incomplete plans.
- 12) New – Review of minor additions or revisions of plans after permit issuance. To cover costs for additional plan review services after a permit is issued.
- 13) New – Review of deferred submittals. Deferred submittals are portions of a project design that are not submitted at the time of permit application and that are to be submitted to the Building Official within a specified time. The item provides clarifying language.
- 14) New – Tenant improvements for shell building. Provides flexibility to the applicant to start a project before the building permit is issued.
- 15) New – Work without permits. This item affirms current practices in addition to restating what is already in the ICCs (International Code Council).
- 16) Was previously listed as item 10 – Building permit extensions beyond two extensions.

4) Amendments to Part F. Public Works Permit Fees

F. PUBLIC WORKS PERMIT FEES		
Permits		
Site Development Permit (covers site work, including erosion control, clearing, grading and drainage)		
	Project Value	Permit Fee
	\$0 - 15,000	\$500.00 \$920.00
	\$15,001 - \$50,000	\$1,000.00 \$1,840.00
	\$50,001 - \$150,000	\$2,500.00 \$4,600.00
	\$150,001 - \$1,000,000	\$4,500.00 \$8,280.00
	Over \$1,000,001	\$9,000.00 \$16,560.00
<i>Project Value is defined as the value of all improvements outside the building footprint.</i>		
Right-of-Way Permit (authorization to use right-of-way for minor construction, parking or other non-intrusive use)		\$150.00 \$184.00 plus any staff time in excess of 2 hours at \$92.00 per hour
Annual Right-of-Way Permit (authorization for utility companies to use right-of-way for non-intrusive maintenance activities)		\$500.00
Right-of-Way Vacation Permit ("Sale" or vacation of city right-of-way to abutting property owners)		\$1,000.00 \$1,840.00
Street Opening Permit (Used to install new or repair/upgrade existing private and public facilities located in a street right-of-way; includes pavement cuts, excavation, traffic control, etc.)		\$500.00 \$920.00 plus any staff time in excess of 10 hours at \$92.00 per hour
Oversize Load Permit (all vehicles in excess of legal weight or size limitations according to RCW 46.44 shall obtain an oversize load permit prior to operating on Lakewood streets)		Individual \$100.00 184.00 Annual \$300.00 \$552.00 Additional costs shall apply if police escorts or signal technician work is required.
Right-of-Way Tree Cutting Permit (for residential or commercial cutting on or along a lot or in an area zoned for more than one single family home)		\$200.00

Background/Basis:

General Fee Increase: With the exception of the Annual Right-of-Way Permit (below), the fee increases are related to the fee change that was effective January 2020 (approved by the City Council in November 2019), which increased the staff time rate to \$92.00 per hour. At that time, the department, through an oversight, had not factored in the new \$92.00 hourly rate to reflect the true cost recovery needed for these permits. The proposed changes incorporates the new hourly rate.

Annual Right-of-Way (ROW) Permit: This is a new fee. In 2020 the PWE department implemented this new fee as a means of ensuring activities by utility companies that are routine and relatively non-intrusive but still within the ROW were reported to the department for tracking as well as keeping the utility franchisees in compliance with their franchise agreements. In 2020, the department agreed to issue the fee under a standard ROW permit as it was difficult to ascertain how much activity would be reported weekly and annually as well as the amount of time it would take to manage the new permit. PWE assessed the actual level of effort through September and extrapolated through the end of the year and determined the appropriate fee should be \$500 to cover costs. PWE will continue to monitor the cost of issuing this permit and propose amendments as necessary without affecting other ROW permits since this is a standalone fee.

5) Amendments to Part G. Parks and Recreation Programs

Fee Type		Fee Amount
G. PARKS AND RECREATION PROGRAMS (Facility/Use)		
Parks, Recreation & Community Services		
Boat Launch		
Per launch (Credit/Debit Cards Only)		\$15.00
Resident Season Pass		\$100.00 \$125.00 plus tax
Non-Resident Season Pass		\$130.00 \$150.00 plus tax
Overnight Pass		\$50.00
Commercial Pass		\$250.00
Farmers Market Outdoor Market Vendors	Daily Rate/ Farmers Market	Seasonal/Farmers Market AM or PM
Regular Stall 10x10	\$25.00	\$260.00
Regular Stall 10x 20 or Food Trucks	\$50.00	\$585.00
10x10 Stall W/ Electricity	\$30.00	\$300.00
Pull Through Stall	\$50.00	\$585.00
Payment Plan Processing	\$35.00	\$35.00

Background/Basis:

Boat Launch: The permit provides year round access to the boat launch at American Lake Park. The City's current rate for season passes is \$100.00 for resident and \$130.00 for non-resident. The City's rate is low compared to other local boat launches. An annual pass including sales tax at Point Defiance is \$275.00 and \$130.00 for non-motorized launches and an annual pass for Spanaway Lake is \$100.00. Because capacity is limited at this site and use is high, the fee increase should not result in a decrease in the number of passes sold annually. It is still a good value for the regular boat launch user at this park.

Farmers Market: Updated the fee category title and simplified the fee schedule for Lakewood's Farmers Market. In 2021, the City's PRCS department will organize a variety of events which often include food, arts and crafts and other types of vendors. Events include a farmers market, night market, concerts, drive-in movies and seasonal and outdoor events. Renaming this fee category from Farmers Market to Outdoor Market vendors and charging a daily rate provides flexibility in pricing since the number of weeks vary each year and events have been reduced or extended for various reason. These events are highly requested by vendors from throughout the region so eliminating a discount will not reduce the quality or quantity of participation. Other reasons for updating the fee schedule are due to not offering electricity, adding a space definition versus a drive through option and payment plans are no longer available.

6) Amendments to Part K. Small Cell Franchise Administrative Fee

Fee Type		Fee Amount
K.	SMALL CELL FRANCHISE ADMINISTRATIVE FEE SMALL WIRELESS FACILITIES	
	Community & Economic Development	
	Requires a deposit of \$5,000.00 with Small Cell franchise application. The deposit is intended to cover all administrative expenses incurred by the City (including staff/consultant related time) associated with the review of each franchise application and associated franchise negotiations. Additional fees may apply if additional staff/consultant related time is necessary. Any application fee deposit monies not used for administrative expenses associated with the review of each franchise application and franchise negotiation will be returned to the applicant following the approval or denial of the franchise by the City Council. This administrative fee excludes normal permit fees required for work within the City Rights-of-way. City personnel will be tracking all hours expended for each Small Cell application review and franchise negotiation.	
	Interim Small Cell Facility Permit Fee: \$100.00 per small cell facility, plus time and materials beyond the base amount. Interim Annual ROW Access & Pole Attachment Fee: \$270.00, plus time and materials beyond the base amount. Interim New Pole for Small Cell Facility Attachment(s): \$1,000.00 per pole, plus time and materials beyond the base amount.	
	Small Wireless Franchise Fee Deposit. Requires a deposit of \$5,000.00 with Small Wireless franchise application. The deposit is intended to cover all administrative expenses incurred by the City (including staff/consultant related time) associated with the review of each franchise application and associated franchise negotiations. Additional fees may apply if additional staff/consultant related time is necessary. Any application fee deposit monies not used for administrative expenses associated with the review of each franchise application and franchise negotiation will be returned to the applicant following the approval or denial of the franchise by the City Council. This administrative fee excludes normal permit fees required for work within the City Rights-of-way. City personnel will be tracking all hours expended for each Small Wireless application review and franchise negotiation. This deposit may also be applied to administrative costs associated with negotiate a Master License Agreement for Small Wireless Facilities on City Facilities.	\$5,000.00
	Small Wireless Facility Permit Fee (per facility)	\$100.00
	Small Wireless Facility Annual ROW Access Fee (in lieu of ROW permits)	\$270.00
	Small Wireless Facility Pole Attachment Fee ("Rent" per facility on City facilities) - This fee is prorated based on the number of days covered from Rent Commencement Date to December 31.	\$276.75
	Small Wireless Facility Pole Replacement Fee (per replaced pole)	\$1,000.00

Background/Basis:

Updated fee category to better reflect the associated fees. Also broke down the costs in individual lines for clarity and added the specific pole attachment fee amount to reflect the increase in cost per CPI (2019).

WITH TRACK CHANGES

2020 2021 FEE SCHEDULE

Resolution ~~2019-21~~ 2020-xx Adopted by City Council on November ~~18, 2019-16,~~ 2020

Fee Type		Fee Amount
All		
	Taxes and Pass-Through Costs	All appropriate taxes and pass-through costs are added to fees when they are incurred, even if not specified in the fee schedule.
A.	Copies/Duplication	
	Legal/City Clerk	
	Certification of documents and Affixing City Seal	\$0.15 per page + \$3.00
	Preparation of verbatim City Council minutes	\$50.00/hour
	Reproduction of City Council audio tapes	\$5.00
	CD-ROMs	\$1.00
	Various Departments	
	Copies of resolutions, minutes of meetings, full municipal code, contracts, reports and other disclosable public records. (No fee charged for copies of ordinances.)	\$0.15 per page + mailing container, shipping/postage. Staff may in its discretion send copy jobs for outside printing, in which case, actual cost is charged.
	Public Records:	
	Copies of Public Records	\$0.15 per page
	Scanned Public Records into Electronic Format	\$0.10 per page
	Electronic files or attachments uploaded to email, cloud-based storage service or other means of electronic delivery.	\$0.05 cents per 4 files or attachments
	Transmission of public records in an electronic format.	\$0.10 per gigabyte
	Digital Storage Media or Device; Container or Envelope used to mail copies to requestor and postage/delivery charge.	Actual Cost
	Note: - Charges can be combined if more than one type applies. - Pursuant to RCW 42.56.120(2)(b), the City of Lakewood is not calculating/assessing all actual costs for copying records because to do so would be unduly burdensome for the following reasons: (1) The City does not have the resources to conduct a study to determine all actual copying costs for every actual cost type; and (2) To conduct such a study would interfere with other essential city functions; and (3) even if the City were to conduct such a study, the systems in place facilitate tasks other than public records production.	
	Non Sufficient Funds (NSF) Fee	\$25.00
	Public Works	
	Engineering Standards Manual	Cost plus 15%
B.	City Hall Rental Fees - Two-hour minimum reservation required for facility use	
	Cleaning Fee (non-refundable)	\$50.00 (Saturday & Sunday only)
	City staff attendant	Hourly rate of City staff attendant.
	Up to a 15% Administrative charge may be added to actual expenses. In addition, an hourly rate fee will be charged for repairs or additional cleaning that is required as a result of an event.	

2020 2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
C. PLANNING AND DEVELOPMENT FEES		
Administrative Fee		
Technology Fee		2% of the total planning permit cost
Plat/Subdivision Fees		
Preliminary Plat		\$3,850.00 plus \$100.00 per lot; plus \$2,500 hearing examiner deposit ⁽¹⁾
Plat Amendment (before final plat approval)		
	Major	\$1,320.00 plus \$100 per lot; plus \$2,500.00 hearing examiner deposit ⁽¹⁾
	Minor	\$660.00 plus \$100 per lot; \$2,500.00 hearing examiner deposit ⁽¹⁾
Final Plat		\$2,750.00 plus \$50.00 per lot
Plat Alterations (after final plat approval)		\$2,500.00 plus \$1,000 hearing examiner deposit ⁽¹⁾
Binding Site Plans		\$2,200.00
Short Plat		\$3,500.00
Short Plat Amendments		\$1,000.00
Boundary Line Adjustments (BLA)/Lot Combination		\$600.00
Recording Fees		Fees Not Included
Discretionary Land Use Permits		
Conditional Use Permits		\$2,200.00 plus \$2,500.00 hearing examiner deposit ⁽¹⁾
Master Facilities Plan		\$2,200.00 plus \$2,500.00 hearing examiner deposit ⁽¹⁾
Major Variances		\$1,200.00 plus \$2,500.00 hearing examiner deposit ⁽¹⁾
Major Variances for single family dwelling (where project valuation does not exceed \$12,000)		\$660.00
Administrative Variances		\$400.00
Administrative Use Permits		\$1500.00
Temporary Use Permits		\$200.00
Major Modifications of Permit Approval		1/2 of original permit cost
Minor Modifications of Permit Approval		1/4 of original permit cost
Shoreline Substantial Development Permit		\$2,300.00 plus \$2,500.00 hearing examiner deposit ⁽¹⁾
Shoreline Conditional Use Permit/Shoreline Variance		\$2,300.00 plus \$2,500.00 hearing examiner deposit ⁽¹⁾
Written Shoreline Exempt Determination (The fee applies only to requests for a written determination by the Community and Economic Development Department that the project is exempt from the Shoreline Master Program.)		\$150.00
Appeals & Reconsiderations		
Reconsideration of a Decision of the Hearing Examiner		\$300.00 plus \$2,500.00 hearing examiner cost deposit ⁽¹⁾
Appeal of the Administrative Officer's Decision		\$450.00
Appeal of SEPA Determination		\$450.00
Amendments to Plans & Regulations		
Amendments to the Comprehensive Plan & other related policy documents		\$2,100.00
Amendments to Development Regulations		\$2,600.00
Amendments to the Shoreline Master Program		\$3,200.00
Site-Specific Rezone		\$3,100.00

2020 2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
C. PLANNING AND DEVELOPMENT FEES (continued)		
Zoning Certification/Site Plan Review		
Single family dwelling construction in residential zones are subject to the following fee schedule:		
Construction Value:		
\$0 - \$74,999		\$50.00
\$75,000 - \$124,999		\$100.00
\$125,000 - \$224,999		\$150.00
Over \$225,000		\$300.00
Other Developments: All new buildings or exterior tenant improvements in commerical or industrial zones, and all other construction and development activity, other than single-family dwelling construction, are subject to the following fee:		
Construction Value	CED Zoning Certification Fee	Compliance check w/ AUP, CUP, etc. permit conditions
\$0 - \$99,999	\$260.00	\$50.00
\$100,000 - \$249,999	\$530.00	\$200.00
\$250,000 - \$499,999	\$790.00	\$450.00
\$500,000 - \$999,999	\$1,000.00	\$700.00
\$1,000,000 - \$4,999,999	\$2,000.00	\$1,200.00
\$5,000,000 - \$10,000,000	\$2,500.00	\$1,700.00
Over \$10,000,000	\$3,000.00	\$2,200.00
Site Plan Review without a Building Permit. The zoning certification and site plan review fee for those development projects for which no building permit is required but which requires site plan review and a zoning certification, shall be based on the value of the proposed development to be undertaken. The value of the proposed construction/development shall be determined based on professional estimates by a licensed engineer, architect, landscape designer or contractor. These estimates may include but are not limited to, grade and fill of the site, paving, placement of utilities, lighting, landscaping, and other site improvements. The combined total of the cost estimates for all development on the site shall be the established value basis for the zoning certification and site plan review fee found in the table above.		
Zoning Certification with No Site Plan Review Required	A \$20.00 fee applies to zoning certifications where only a business license is required.	
	A \$50.00 fee applies to projects where the proposed land use must be reviewed with respect to development standards, but there is no requirement for submitting a site plan, e.g. an interior tenant improvement.	
Mixed Use Buildings	Site plan review and/or zoning certification application fees may be reduced by 50% if the application is for the construction of a mixed use building. Fee waivers do not apply to SEPA, short plat, subdivision or other permit requests associated with the development of a site, nor does fee reduction apply to mixed use development where the commercial and residential uses are not located within the same building.	

2020 2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
C. PLANNING AND DEVELOPMENT FEES - continued		
Miscellaneous Planning Fees		
Accessory Living Quarters		\$100.00
Design Review		\$200.00
	Application fees may be reduced by 50% if the application is for a mixed use building. Fee reduction applies to site plan review/zoning certification and design review. Fee waivers do not apply to SEPA, short plat, subdivision or other permit requests associated with the development of a site, nor does fee reduction apply to mixed use development where the commercial and residential uses are not located within the same building.	
Time Extensions		\$240.00
Annexation Petition		
	Notice of Intent to Commence Annexation	\$320.00
	Petition to Annex	\$2,500.00
⁽¹⁾ Hearing Examiner Fees		
Where Examiner Review is required for any related use permit, appeal, etc., the applicant is responsible for and required to pay actual Hearing Examiner costs, which may be higher or lower than the deposit amount.		
Other Fees		
Staff Review Fees (includes re-inspection and investigative fees, and additional staff review when the processing of the application exceeds the application base fees as outlined in the fee schedule.)		\$92.00 per hour
Development Agreement		\$2500.00
Pre-Application Conference		\$150.00 - Of this amount, \$100.00 can be applied to related permits filed within sixty (60) days of the preapplication conference
Final Certification of Occupancy/Site Certification		\$100.00
Home Occupation		\$200.00
Limited Home Occupation		\$50.00
Downtown Subarea Park Fee-in-Lieu of Common Open Space Construction		Up to 50% of valuation of required common open space (100 sq. ft. required per dwelling unit); see LMC 18B.530
Written Zoning Determination by the Assistant City Manager for Development Services		\$250.00
WTF Administrative Use Permit		\$800.00
WTF Conditional Use Permit		\$2,000.00
Non-Conforming Sign Permit Fees (LMC 18A.50.675)		
	If the permit is obtained within ninety (90) days of receipt of notification by the City advising the applicant of the need to obtain a permit	No permit fee
	If the permit is obtained after the ninety (90) day time period following notification by the City.	\$84.00

2020 2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
C. PLANNING AND DEVELOPMENT FEES - continued		
SEPA & Wetland Fees		
Written SEPA Exempt Determination (The fee applies only to requests for a written determination by the Community & Economic Development Department that the project is exempt from the requirements of SEPA.)		\$50.00
	Environmental Checklist for applicable Process I and II applications located outside of Downtown Subarea Plan Boundaries	\$550.00
	Environmental Checklist for applicable Process III, IV, and V applications (e.g. conditional use permits, variances, shoreline substantial development permits, plats, master plans, and land use map/text changes located outside of the Downtown Subarea Plan Boundaries	\$1,840.00
	Environmental Checklist for applicable Process V applications (e.g. generalized or comprehensive ordinance text amendments, area-wide amendments, annexations, and adoption of new planning-related ordinance)	Staff review hourly rate; \$2,500.00 deposit is required
	Environmental Checklist for projects inside of Downtown Subarea Plan Boundaries	\$50.00
	Environmental Impact Statement (EIS)	\$3,200.00 plus preparation at contract rate to be determined
	Reasonable Use Exception other than residential (RUE)	\$1,840.00 plus \$2,500.00 hearing examiner deposit ⁽¹⁾
	Residential RUE	\$500.00
	Additional SEPA Review (See WAC 197-11-335)	No charge, except any third-party consultant costs to the City.
	Downtown Subarea Planned Action Transportation Fee	\$2,174.00 per PM peak hour trip generated by use(s).
Multi-Family Tax Exemption (MFTE) Applications (LMC 3.64.030)		
Conditional Certificate Application		\$800.00
Extension of Conditional Certificate of Application		\$500.00
Final Certificate of Application		\$500.00
8-Year Tax Exemption Annual Monitoring Fee (due payable upon final certificate)		\$800.00
12-Year Tax Exemption Annual Monitoring Fee (due payable upon final certificate)		\$1,200.00
Tree Removal/Replacement Permit Fees		
Significant Tree Removal Permit		No Fees
Off-Site Tree Replacement Permit (when trees are not being replaced onsite)		\$400.00 for each replacement tree

2020 2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
D.	GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS	
	Building Permit fees shall be based upon valuation. The valuation shall be determined by the Building Official. For most projects the square footage costs in the most current Building Valuation Data Table published by the International Code Council (ICC) may be employed. For projects not covered by the table construction estimation tools such as Construction Cost Data by R.S. Means or the BNI <i>Construction Costbook</i> may be referenced as a guide.	
	Administrative Fee - Includes a technology fee equal to 2% of the total building permit cost.	
	Permit fees shall be calculated from valuation in the following manner:	
	Valuation	Corresponding Permit Fee
	\$0 - \$500	\$30.00
	\$501 - \$2,000	\$30.00 for the first \$500.00 plus \$4.00 for each additional \$100 or fraction thereof, to and including \$2,000.
	\$2,001 - \$25,000	\$90.00 for the first \$2,000.00 plus \$17.50 for each additional \$1,000 or fraction thereof, to and including \$25,000.
	\$25,001 - \$50,000	\$492.50 for the first \$25,000.00 plus \$12.50 for each additional \$1,000 or fraction thereof, to and including \$50,000.
	\$50,001 - \$100,000	\$805.00 for the first \$50,000.00 plus \$9.00 for each additional \$1,000 or fraction thereof, to and including \$100,000.
	\$100,001 - \$500,000	\$1,255.00 for the first \$100,000.00 plus \$7.25 for each additional \$1,000 or fraction thereof, to and including \$500,000.
	\$500,001 - \$1,000,000	\$4,155.00 for the first \$500,000.00 plus \$6.00 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.
	\$1,000,001 - \$5,000,000	\$7,155.00 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof, to an including \$5,000,000.
	\$5,000,001 and up	\$23,155.00 for the first \$5,000,000.00 plus \$3.00 for each additional \$1,000.00 or fraction thereof.

2020 2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
D. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS - continued		
Plan Review Fees		
Plan review fees shall be 65 percent (65%) of the Building Permit Fee with a minimum fee of one hour (\$92.00)		
Plan review for residential site specific base plans shall be \$500.		
Other Fees		
	Demolition Fees	
	Single Family (including duplex)	\$200.00
	Residential Accessory Building	\$100.00
	Commercial/Multi-Family (including mobile home parks)	
	Less than 10,000 square feet	\$200.00
	10,000 to 100,000 square feet	\$400.00
	100,000 square feet or more	\$600.00
	Mobile Home Setup Permit	\$184.00
State Building Code Council (SBCC) Surcharge - Residential		\$6.50 for each building permit issued, plus an additional surcharge of \$2.00 for each residential unit after the first unit, in accordance with RCW 19.27.085
State Building Code Council (SBCC) Surcharge - Commercial		\$25.00 for each building permit issued, plus an additional surcharge of \$2.00 for each residential unit after the first unit, in accordance with RCW 19.27.085
General Comments		
1)	Any person who commences any work on a building, structure, gas, mechanical, or plumbing system before obtaining the necessary permits may be subject to an investigative fee.	
2)	Additional inspection outside of normal business hours or investigative fee rates are calculated at \$92.00 per hour (2 hour minimum).	
3)	A reinspection fee shall be calculated at \$92.00 per occurrence.	
4)	Additional plan review resulting from revisions, resubmittals and other documents shall be calculated at \$92.00 per hour of staff time expended.	
5)	Additional hourly rates for which no specific fee is identified shall be calculated at \$92.00 per hour.	
6)	The use of outside consultants for plan checking and/or inspections will be the actual plus overhead adjustments as determined by the Building Official. Expedited plan review by the use of outside consultants for plan checking and/or inspections will be the actual cost calculated by outside consultant. The consultant fees shall be paid directly to the outside consultant. Thereafter, the Building Official will adjust the City's building permit review fees.	
7)	The payment of the fee for the construction, alteration, removal or demolition for work done in connection to or concurrently with the work authorized by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees as assessed.	
8)	Temporary Certificate of Occupancy (TCO): \$200.00 application filing fee (nonrefundable), plus a cash guarantee or other appropriate security, including letters of credit, in the amount of 150% of the estimated work remaining. The cash guarantee or other appropriate security, shall be forfeited to the City if the work is not completed within the time period specified on the application as agreed to between the City and the property owner or authorized person acting on the property's owners behalf. In the case where such cash guarantee or other appropriate security is forfeited to the City, the proceeds therefrom shall be placed in the City's general fund.	
9) 8)	Any time the use of a building or tenant space is changed, a change of use permit is required. The fee for a change of use permit is \$250.00. If alterations to the space are to be performed, additional permits and fees may be required such as building permit, plumbing permit, mechanical permit, etc. Please note that an electrical permit may be required for changes to the electrical service or wiring.	
9)	Foundation only permit for phased commercial and multifamily projects, 10 percent of the ICC Building Valuation.	
10)	Building permit extension (after two extensions have been previously authorized by the Building Official. The fee is 0.5 hours at the CEDD hourly rate (see Staff Review Fees under Other Fees section).	
10	Shell only permits for phased commercial and multifamily building, 80 percent of the ICC Building Valuation per square foot.	

11	Review of minor additions or revisions to plans before permit issuance, \$92 per hour, minimum, one hour. Major revisions to plans will require a new plan review fee. Revisions submitted in response to plan review comments do not require additional plan review fee. Shell only permits for phased commercial and multifamily buildings, 80 percent of the ICC
12	Review of minor additions or revisions to plans after permit issuance, \$92 per hour, minimum, one hour.
13	Review of deferred submittals, \$92 per hour, minimum one hour.
14	Tenant improvements for shell building, 50 percent of the ICC Building valuation per square foot. Said tenant improvement is limited to nonstructural tenant alterations not included in the building permit for the new shell building. This work is limited to improvements of previously unoccupied space.
15	Work without permits; double fees for building permits and plan review fees.
16	Building permit extension (after two extensions have been previously authorized by the Building Official. The fee is 0.5 hours at the CED hourly rate (see Staff Review Fees under Other Fees section).

2020 2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
D. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS - continued		
Mechanical Permit Fees		
New Single Family Residences and Duplex (per unit) Flat Fee		\$175.00
Residential (Prescriptive Design)		\$175.00
Commercial and Non-Prescriptive Residential		Per Valuation w/ Minimum \$175.00
New Commerical Building and Major Tenant Improvements permit fees will be based upon the following valuation table using the project valuation. Valuation based upon the prevailing market value including materials, labor and equipment.		
Project Valuation		Fee
Up to \$5,000		\$85.00
\$5,000 - \$100,000		\$85.00 for the first \$5,000 plus \$17.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
> \$100,000		\$1,700.00 for the first \$100,000 plus \$12.00 for each additional \$1,000 or fraction thereof.
Mechanical Review Fees		
When plan reviews and/or specifications are required, the plan review fee shall be calculated at 25% of the Permit Fee.		
Small Tenant Improvements (mechanical < \$5,000) and equipment replacement or adding of new equipment shall use the equipment unit table below:		
Equipment Unit Schedule Description		Fee
Permit Issuance		\$34.00
Issuing supplemental permits		\$12.00
Furnaces up to and including 100,000 BTU		\$22.00
Furnaces over 100,000 BTU		\$29.00
Appliance vents		\$12.00
Repair or additions to A/C systems		\$22.00
Boilers, compressors and absorption systems up to and including 3 horsepower		\$29.00
Boilers, compressors and absorption systems over 3 horsepower and including 15 horsepower		\$53.00
Boilers, compressors and absorption systems over 15 horsepower and including 30 horsepower		\$76.00
Boilers, compressors and absorption systems over 30 horsepower and including 50 horsepower		\$100.00
Boilers, compressors and absorption systems over 50 horsepower		\$123.00
Air handlers up to and including 25 tons		\$18.00
Air handlers over 25 tons		\$29.00
Evaporative coolers		\$41.00
Ventilation and exhaust (fans and hoods)		\$18.00
Incinerators, domestic type		\$29.00
Incinerators, international type		\$41.00
Each gas piping from 1 to 5 outlets		\$12.00
- Additional outlets per outlet		\$3.00
Miscellaneous		\$18.00

2020 2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
D. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS - continued		
PLUMBING PERMIT FEES		
New Single Family Residences and Duplex (per unit) flat fee		\$225.00
New Commercial Buildings and Major Tenant Improvements permit fees will be based upon the following valuation table using the project valuation. Valuation based upon the prevailing market value including materials, labor and equipment.		
Project Valuation		Fee
Up to \$5,000		\$85.00
\$5,000 - \$100,000		\$85.00 for the first \$5,000 plus \$17.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,000 and up		\$1,700.00 for the first \$100,000 plus \$12.00 for each additional \$1,000 or fraction thereof.
PLUMBING REVIEW FEES		
When plans and/or inspections are required, the plan review fee shall be calculated at 25% of the Permit Fee.		
Small Tenant Improvements (mechanical < \$5,000) and equipment replacement or adding of new equipment shall use the equipment unit table below.		
Equipment Unit Schedule		Fixture Fee
Permit Issuance		\$34.00
Issuing supplemental permits		\$12.00
Furnaces up to and including 100,000 BTU		\$22.00
Each plumbing fixture with one trap		\$12.00
Each building sewer		\$22.00
Each drain for indoors rainwater system		\$12.00
Each cesspool		\$35.00
Each private sewage disposal system		\$59.00
Each water heater and vent		\$12.00
Each gas piping from 1 to 5 outlets		\$12.00
- Additional outlets per outlet		\$3.00
Each waste incinerator		\$12.00
Water piping or water treating system		\$12.00
Repair or alteration of drainage or vent		\$12.00
Backflow device for lawn sprinklers		\$12.00
Vacuum breakers from 1 to 5		\$12.00
- Additional units over 5 per each		\$3.00
Backflow device for other systems over 2 inches in diameters		\$24.00
Cross connection of reclaimed water system		\$47.00
Each graywater system		\$59.00
Medical gas system from 1 to 5 outlets		\$71.00
- Additional outlets over 5 per each		\$12.00

2020 2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
E. GEOGRAPHICAL INFORMATION SYSTEMS AND OTHER FEES		
Geographical Information Systems (GIS)		
LABOR COSTS: Labor costs for preparation of requested GIS information shall be billed on a quarter of an hour (15-minute) basis, at the rate of \$12.50 per fifteen (15) minute period of labor, in addition to any applicable mapping and/or electronic media costs, set forth below:		
Standard Mapping Products		
Photo Quality Paper (11 X 17)		\$15.00 each
Wall Map (22 X 34)		\$20.00 each
Wall Map (33 X 44)		\$25.00 each
ELECTRONIC MEDIA: CD-ROM		\$15.00
Administrative Services		
Extra Duty Contracts - Administrative Fee		\$2.00 per hour
Extra Duty Contracts - Processing Fee		\$10.00 per invoice
Lien Filing Fee		\$50.00 plus all recording fees
F. PUBLIC WORKS PERMIT FEES		
Administrative Fee		
Technology Fee		2% of the total public works permit cost
Permits		
Site Development Permit (covers site work, including erosion control, clearing, grading and drainage)		
	Project Value	Permit Fee
	\$0 - 15,000	\$500.00 \$920.00
	\$15,001 - \$50,000	\$1,000.00 \$1,840.00
	\$50,001 - \$150,000	\$2,500.00 \$4,600.00
	\$150,001 - \$1,000,000	\$4,500.00 \$8,280.00
	Over \$1,000,001	\$9,000.00 \$16,560.00
<i>Project Value is defined as the value of all improvements outside the building footprint.</i>		
Right-of-Way Permit (authorization to use right-of-way for minor construction, parking or other non-intrusive use)		\$150.00 \$184.00 plus any staff time in excess of 2 hours at \$92.00 per hour
Annual Right-of-Way Permit (authorization for utility companies to use right-of-way for non-intrusive maintenance activities)		\$500.00
Pavement Degradation Fee : (recovers loss in pavement serviceability due to pavement cuts):		
	Road Material, Type, PCI Score	PDF Fee
	Flexible, High Volume, In moratorium	\$85.00 per square yard
	Flexible, High Volume, PCI 100-85	\$42.00 per square yard
	Flexible, High Volume, PCI 84-70	\$34.00 per square yard
	Flexible, High Volume, PCI 69-50	\$25.00 per square yard
	Rigid, High Volume, In moratorium	\$164.00 per square yard
	Rigid, High Volume, PCI 100-85	\$82.00 per square yard
	Rigid, High Volume, PCI 84-70	\$66.00 per square yard
	Rigid, High Volume, PCI 69-50	\$49.00 per square yard
	Flexible, Med-Low Volume, In moratorium	\$54.00 per square yard
	Flexible, Med-Low Volume, PCI 100-85	\$27.00 per square yard
	Flexible, Med-Low Volume, PCI 84-70	\$22.00 per square yard
	Flexible, Med-Low Volume, PCI 69-50	\$16.00 per square yard
	Rigid, Med-Low, In moratorium	\$142.00 per square yard
	Rigid, Med-Low, PCI 100-85	\$71.00 per square yard
	Rigid, Med-Low, PCI 84-70	\$57.00 per square yard
	Rigid, Med-Low, PCI 69-50	\$43.00 per square yard

2020 2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
F. PUBLIC WORKS PERMIT FEES - continued		
Right-of-Way Vacation Permit ("Sale" or vacation of city right-of-way to abutting property owners)		\$1,000.00 \$1,840.00
Street Opening Permit (Used to install new or repair/upgrade existing private and public facilities located in a street right-of-way; includes pavement cuts, excavation, traffic control, etc.)		\$500.00 \$920.00 plus any staff time in excess of 10 hours at \$92.00 per hour
Oversize Load Permit (all vehicles in excess of legal weight or size limitations according to RCW 46.44 shall obtain an oversize load permit prior to operating on Lakewood streets)		Individual \$100.00 184.00 Annual \$300.00 \$552.00 Additional costs shall apply if police escorts or signal technician work is required.
Right-of-Way Tree Cutting Permit (for residential or commercial cutting on or along a lot or in an area zoned for more than one single family home)		\$200.00
Reinspection Fee (to cover cost of each reinspection, required in conjunction with a Right-of-Way Permit, necessary to assure compliance with the requirements of the permit)		\$92.00
General Inspection Fee (for inspection not otherwise listed)		\$92.00 per hour
Miscellaneous Permits (any Public Works permit not covered by the fee schedule, if performed by an employee)		Rate will be based on actual hourly costs, plus benefits (30%), operating costs (16%) and central services costs (16%)
Professional Services Contracts (any private or public professional service contract needed)		Rate will be billed 100%, plus 10% administrative charges

2020 2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
G. PARKS AND RECREATION PROGRAMS (Facility/Use)		
Parks, Recreation & Community Services		
Special Use Permit*		
Events		\$200.00 - \$500.00
Colonial Plaza and Major events		\$1,000.00
Event Deposit		\$250.00 - \$500.00 per event
Additional event fees and services (plus 15% of gross private event revenue)		Market rate + 15%
<i>* permit fee + extra costs associated with event (garbage, staff support, notification, sanitation, security, etc)</i>		
Alcohol Permit Fee ** (must be purchased in addition to a special use permit)		
Small events		\$200.00
Large events		\$500.00
Major events		\$1,000.00
** Special conditions apply		
Facility Use Cancellation Fees		
- Recreation Administrative Fee		\$10.00 (non-refundable)
- Special Use Permit - less than 30 days prior to		(0%) 100% retained by City
- Special Use - 31-60 days prior to use		(50% refunded) 50% retained by City
- Special Use - more than 61 days prior to use		(75% refunded) 25% retained by City
Lakewood Senior Activity Center (two hour minimum)		
Rainier Room - Full activity room		\$65.00 per hour
Classroom		\$30.00 per hour
Artroom		\$30.00 per hour
Kitchen (only if available if renting full activity room)		\$15.00 per hour
Facility Deposit		\$150.00
Cleaning Fee		\$150.00
Additional Staffing Fee		\$25.00 per hour
Cancellation Fees		
- Facility Deposit/Fees (less than 30 days)		(0%) 100% retained by City
- Facility Deposit/Fees (31-60 days prior)		(50% refunded) 50% retained by City
- Facility Deposit/Fees (more than 61 days prior)		(75% refunded) 25% retained by City
Boat Launch		
Per launch (Credit/Debit Cards Only)		\$15.00
Resident Season Pass		\$100.00 \$125.00 plus tax
Non-Resident Season Pass		\$130.00 \$150.00 plus tax
Overnight Pass		\$50.00
Commercial Pass		\$250.00
Farmers-Market Outdoor Market Vendors	Daily Rate/ Farmers-Market	Seasonal/Farmers Market AM or PM
Regular Stall 10x10	\$25.00	\$260.00
Regular Stall 10x 20 or Food Trucks	\$50.00	\$585.00
10x10 Stall W/ Electricity	\$30.00	\$300.00
Pull Through Stall	\$50.00	\$585.00
Payment Plan Processing	\$35.00	\$35.00
Neighborhood Parks		
Field Preparation Fees		\$25.00
Fields use		\$20.00 per hr (no prep); \$50.00 per game fee (2.5 hrs. and one prep per day)

2020 2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
G. PARKS AND RECREATION PROGRAMS (Facility/Use) - continued		
Fort Steilacoom Park		
Large Picnic Shelter - Full day only May-Sep		
- Half Day - 10:00 a.m. - 2:00 p.m. OR 3:00 p.m. - 7:00 p.m.		\$100.00
- Full Day (10:00 a.m. - 7:00 p.m.) - May require a special use permit.		\$200.00
Small Picnic Shelters - Full day only May - Sep		
- Half Day - 10:00 a.m. - 2:00 p.m. OR 3:00 p.m. - 7:00 p.m.		\$50.00
- Full Day (10:00 a.m. - 7:00 p.m.)		\$75.00
Pavilion		
- Half Day - 10:00 a.m. - 2:00 p.m. OR 3:00 p.m. - 7:00 p.m.		\$500.00
- Full Day (10:00 a.m. - 7:00 p.m.)		\$1,000.00
Hourly Rate (2 hour minimum)		\$150.00
Deposit		\$250.00 - \$500.00
Cleaning Fee		\$50.00 - \$70.00
Sport Field Use Fees		
		With one field preparation, per field, per day
- 1 Field		\$200.00
- 2 Fields		\$275.00
- 3 Fields		\$350.00
- 4 Fields		\$425.00
- 5 Fields		\$500.00
		Without field preparation, per day
- 1 Field		\$150.00
- 2 Fields		\$200.00
- 3 Fields		\$250.00
- 4 Fields		\$300.00
- 5 Fields		\$350.00
Baseball Field #5 at Fort Steilacoom Park		\$25.00 per game or \$50.00 per day
Single Sports Field (no preparation)		\$40.00 per 60 minutes
Tournament Deposit and Cancellation Fee (A full refund or credit less		
- Nonrefundable tournament reservation fee (does not go towards tournament fees)		\$100.00
- Tournament Deposit Fee (will go towards tournament fees)		\$100.00 per field
- Tournament cancelled less than 30 days prior		50% of deposit refunded
- Tournament cancelled 31-60 days prior		75% of deposit refunded
Youth soccer teams not associated with city leagues but use city fields for league play, per team. Field availability may vary and field prep fees apply.		
- Age 10 years and under		\$100.00 per team
- Age 11 - 18 years		\$125.00 per team
- Adult, age over 18 years		regular field use rates apply
Youth baseball teams not associated with city leagues but use city fields for league play, per team. Field availability may vary and field prep fees apply.		\$50.00 per game fee (2.5 hours and one prep per day)
Field preparation (all sports)		\$50.00 per prep \$75 per mid day mound change

2020 2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
G.	PARKS AND RECREATION PROGRAMS (Facility/Use) - continued	
	Other Fees	
	Open Space:	
	Half Day (10:00 a.m. - 2:00 p.m.) or (3:00 p.m. - 7:00 p.m.)	\$100.00
	Full Day (10:00 a.m. - 7:00 p.m.) - May require a special use permit.	\$200.00
	Jumpy House Permits - Must be inspected and requires insurance.	\$20.00 each
	Non-Refundable Vendor Application Fee	\$25.00
	Advertising banner	\$100.00 per day
	Concessions	\$25.00 - \$50.00 per day
	Additional Staff Fee	\$25.00 per hour
	Parking, camping and other revenue collected by renter for event	15% of gross revenue
	Neighborhood Shelters - Full day only May-Sep	
	- Half day (resident/nonresident): 10:00 a.m. - 2:00 p.m. OR 3:00 p.m. - 7:00	\$40.00 / \$50.00
	- Full Day (resident/nonresident): 10:00 a.m. - 7:00 p.m.	\$60.00 / \$75.00
	McGavick Center Facility Use/Rental	
	Non-profit organizations may rent the entire facility for a flat fee of \$1,500.00. The City's available days for rental/use are limited in number each year.	

2020 2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
H. FIRE CODE OFFICIAL & INTERNATIONAL FIRE CODE (IFC) FEES		
Community & Economic Development		
Site Development Plan Review (plats, short plats, commercial projects, residential infill's etc.)		
	Basic review fee	\$250.00
	- Additional review (over two hours)	\$125.00 per hour
	Vehicle Gates (includes plan review, inspection and testing)	\$125.00 per hour
	Construction Plan Review - A plan review fee will be charged for fire department review of requirements for construction and inspection of the IFC requirements for buildings classified as Group A, B, E, F, H, I, M, R, S and U. The plan review fee shall be:	15% of the plan review fee established for Building Permit Plan Review with a minimum fee of \$125.00
Fireworks Fees		
1)	Fees for temporary fireworks stand permit	\$100.00
2)	Fees for a public display permit	\$245.00
3)	A liability insurance policy(ies) is/are required in accordance with the Fireworks Ordinance for both fireworks stands and public displays as follows:	
	- \$500,000 for injuries to any one person in one accident or occurrence;	
	- \$1,000,000 for injuries to two or more persons in any one accident or occurrence;	
	- \$500,000 for damage to property in any one accident or occurrence; and/or	
	- \$1,000,000 combines single limit for any one accident or occurrence	
4)	A bond for clean-up is required in accordance with the Fireworks Ordinance for all fireworks stands (in a bond or cashiers check)	\$500.00
Fire Alarm Systems		
	Tenant Improvements (1st four zones)	\$215.00 plus \$6.00 (per
	- Additional zones	\$54.00 (each)
	Residential (one and two-family dwellings)	\$215.00 plus \$6.00 (per
	Commercial and Multi-Family (1st four zones)	\$325 plus \$6.00 (per device)
	- Additional zones	\$54.00 (each)
	- Sprinkler supervision only	\$270.00
	Fire Alarm Permit Fee for upgrading of an existing system	50 percent (50%) of the fee
	Fire Alarm Plan Review Fee	25 percent (25%) of the
	Underground Sprinkler Supply (includes plan review,	\$325.00
New Suppression Systems (Halon, CO2, Dry Chemical, FM200, Integren, etc.):		
	- 1 to 5 nozzles	\$200.00
	- Over 5 nozzles	\$200.00 plus \$20.00 per nozzle over 5
	- Bottle(s)	\$30.00 per bottle

2020 2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
H. FIRE CODE OFFICIAL & INTERNATIONAL FIRE CODE (IFC) FEES - continued		
Above Ground Fire Sprinkler Systems		
The fee for fire sprinkler systems shall be based on the Building Permit Fee Table. The valuation shall be based on the per square foot figure of sprinkler systems as established by policy in accordance with nationally-recognized standards.		
Plan Review Fee <i>(for the fire sprinkler systems are in addition to the permit fee)</i>		25 percent (25%) of the permit fee, with a minimum of \$125.00.
Tenant Improvements <i>(relocation and addition to existing system)</i>		valuation 20 percent (20%)
System		\$270.00
Standpipes (includes review, inspection and testing fees)		
Temporary Standpipe		\$162.00
Class I		\$184.00
Class II		\$297.00
Class III		\$318.00
Other Fees		
- Additional inspection fees may be imposed		\$50.00 for each additional inspection
- After hours inspections		\$75.00 hour (1-hour minimum)
Fire Pump Installations (includes review, inspection and testing fees)		\$540.00
Commercial Power Generator Installations (includes review, inspection and testing fees)		\$350.00
Battery Systems - Capacity over 50 Gallons		\$125.00
Compressed Gas Systems - Install, Modify, Repair or Abandon		\$200.00
Crogenic Fluids - Install or Modify		\$200.00
Emergency Responder Radio Coverage System - Install or Modify		\$200.00
Flammable and Combustible Liquids		
Installation of Modification of Commercial Tank, Piping or Distribution System		\$250.00
Installation of Modification to Pipeline System		\$125.00
Removal of Abandoned Tank in Place of Residential Tank		No Fee
Removal or Abandoned in Place of Residential Tank		\$55.00
Hazardous Materials - Installation, Repair, Abandon or Remove a Facility		\$125.00
Industrial Ovens - Installation		\$125.00
LP Gas - Installation of Storage and/or Distribution System		\$200.00
Solar/Polarvoltaic Power Systems (Commercial) - Installation and Modification		\$125.00
Spraying or Dipping Operations - Installation or Modification of Spray Booths, Room or Dip Tank		\$200.00
False Fire Alarms		
In the event of more than two false alarms in any 12 month period, the Fire chief may charge a fee for fire department response as specified below:		
- First and Second False Alarms		No Fee
- Third False Alarm		\$100.00
- Fourth and Additional False Alarms		\$250.00
EXCEPTION: False alarms resulting from the failure of a fire alarm service technician notifying the central, proprietary or remote monitoring station shall be billed at the rate of \$250.00 for each occurrence.		\$270.00 for each occurrence

2020 2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
H. FIRE CODE OFFICIAL & INTERNATIONAL FIRE CODE (IFC) FEES - continued		
Fire Code Permit Fees		
The following are annual fees, except where noted, in accordance with Section 105 of the International Fire Code.		
Permit charges may be waived by the Fire Chief or Fire Marshal for the following: Activities of Washington State non- profit corporations and/or civic or fraternal organizations which possess an IRS tax exempt status. Proof of IRS tax exempt shall be presented at the time of permit application. Non-profit organizations may be charged 1/2 of the listed occupancy permit fees. However, any group shall be assessed a full permit fee if the approved conditions of the permit are modified or not adhered to by the applicant.		
Permit Type		Fee
Aerosol products		\$110.00
Aircraft Refueling Vehicle		\$110.00
Amusement Buildings		\$110.00
- Haunted House - Commercial (Limited)		\$110.00
- Bizaars, Boutiques, Booths or Displays		\$110.00
- Flee Markets		\$110.00
Aviation Facilities		\$110.00
Carnivals and Fairs		
- Commercial		\$110.00
- Fairs, Bazaars, Famers Market, Etc.		\$110.00
- Special Events - Outdoors		\$110.00
Cellulose Nitrate Film		\$110.00
Combustible Dust Producing Operations		\$110.00
Combustible Fiber Storage		\$110.00
Compressed Gases		\$110.00
Covered and Open Mall Buildings		\$110.00
- Kiosks, Concessions, Booths, Etc.		\$110.00
- Used for Assembly (Limited)		\$110.00
- Use of Open Flame (Limited)		\$110.00
- Display of Flammable Liquid or Gas Filled		\$110.00
Cryogenic Fluid		\$110.00
Cutting and Welding		\$110.00
Dry Cleaning		\$110.00
Dust Producing Operations		\$110.00
Explosives - Manufacture, Store, Handling, Sale or Use		\$110.00
Fireworks Stand, Limited		\$110.00
Flammable/Combustible Liquids		\$110.00
Fruit and Crop Ripening		\$110.00
Fumigation and/or Insecticidal Fogging		\$110.00
Hazardous Material - Store, Transport, Dispense, Use of Handle		\$110.00
HPM Facilities		\$110.00
High Pile Storage		\$110.00
Hot Work Operations		\$110.00
Industrial Ovens		\$110.00
Liquid or Gas-Filled Vehicles/Equipment in Assembly Bldgs.		\$110.00
Lumber Yards and Woodworking Plants		\$110.00
Magnesium		\$110.00

2020 2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
H. FIRE CODE OFFICIAL & INTERNATIONAL FIRE CODE (IFC) FEES - continued		
Fire Code Permit Fees - continued		
Permit Type (continued)		Fee
Mall (Covered)		\$110.00
- Kiosks, Concessions, Booths, etc.		\$110.00
- Used for Assembly (Limited)		\$110.00
- Use Open Flame, etc. (Limited)		\$110.00
- Display Flammable Liquid or Gas Filled		\$110.00
Motor Vehicle Fuel Dispensing Station		\$110.00
Organic Coatings		\$110.00
Ovens- Industrial		\$110.00
Parade Floats (limited)		\$110.00
Place of Assembly		\$110.00
Haunted House - Commercial (limited)		\$110.00
Bazaars, Boutiques, Booths or Displays		\$110.00
Flea Markets		\$250.00
Other Special Events (Limited)		\$110.00
Pyrotechnical Special Effects Material		\$110.00
Radioactive Material		\$110.00
Refrigeration Equipment (Commercial)		\$110.00
Repair Garages		\$110.00
Spraying and Dipping		\$110.00
Tents and Canopies		\$110.00
Tire and Storage		\$110.00
Welding and Cutting		\$110.00
Tax Incentive Urban Use Center Fees		
- Application Fee		\$150.00 plus \$25.00 per multi-family unit, up to a maximum fee not to exceed \$300.00
- Pierce County Assessor Processing Fee (specific to the Tax Incentive Urban Use Center Application Fee)		\$100.00
- Extension to Conditional Certificate		\$50.00

2020 2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
I. BUSINESS LICENSE FEE SCHEDULE		
Community & Economic Development		
General Business License (GBL)		\$60.00
Renewal of GBL		\$60.00
Temporary Business License		\$60.00
Temporary Business License Renewal		\$60.00
Pawnbroker Pawnshops		\$750.00
Second-hand and/or salvage dealers		\$150.00
Junk and/or salvage dealers		\$300.00
Transient Trader in second-hand property		\$53.00
Private Sales		No Fee
Flea Markets		\$750.00
Adult Cabaret Manager and Entertainer		\$150.00
Adult Entertainment Establishment		\$1,125.00
Panoram Premises License		\$1,125.00
Panoram Device License		\$75.00 per device
Panoram Owner License		\$1,125.00
Panoram Manager License		\$113.00
Carnivals and Circuses		\$150.00 per day
- Five or less machines or devices		\$75.00 per week*
- Five or more		\$15.00 per week per device*
* Alternative to device fees		\$150.00 annual fee
Wrecker License		\$150.00
Public Dances, Cabarets, Dance Halls and Teenager Dances		
- Cabaret		\$750.00
- Public Dance Hall		\$150.00
- Public Dances (per night)		\$53.00
- Public Dances (annually)		\$150.00 (maximum of four
- Teenager Dances		Same as Public Dances
Massage Businesses		
- Massage Business License		\$75.00
- Massage Manager		\$75.00
Bathhouses		
- Public Bathhouse		\$750.00
- Bathhouse Attendant		\$113.00
- Bathhouse Manager		\$113.00
Outdoor Public Music Festivals		\$1,125.00 per day of festival
Bondsmen		\$750.00
Theaters		\$150.00 per screen per year
<i>Transfer of license fee (commercial kennel or cattery, hobby kennel, foster kennel, private kennel, grooming parlor, or pet shop)</i>		No fee
Commercial Kennel/Cattery (6-50 dogs/cats)		\$100.00 plus \$2.00 per dog/cat
Commercial Kennel/Cattery (over 50 dogs/cats)		\$100.00 plus \$200.00
Solicitors and Peddlers		\$75.00 per solicitor or peddler

2020 2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
J. RENTAL HOUSING SAFETY PROGRAM		
Community & Economic Development		
Detached Single Family Rental Flat Fee Per Unit		\$12.00
Multi-Family Rental Flat Fee Per Unit		\$12.00
Late Fee for Rental Housing Registration (up to one month past due)		\$0.00
Certificate of Compliance		No Charge
Certificate of Compliance Transfer to New Owner		No Charge
Initial Safety Inspection		No Charge
Reinspection		\$125.00
Rental Housing Inspector's Initial Registration		\$0.00
Rental Housing Inspector's Annual Renewal		\$10.00
K. SMALL CELL FRANCHISE ADMINISTRATIVE FEE SMALL WIRELESS FACILITIES		
Community & Economic Development		
Requires a deposit of \$5,000.00 with Small Cell franchise application. The deposit is intended to cover all administrative expenses incurred by the City (including staff/consultant related time) associated with the review of each franchise application and associated franchise negotiations. Additional fees may apply if additional staff/consultant related time is necessary. Any application fee deposit monies not used for administrative expenses associated with the review of each franchise application and franchise negotiation will be returned to the applicant following the approval or denial of the franchise by the City Council. This administrative fee excludes normal permit fees required for work within the City Rights-of-way. City personnel will be tracking all hours expended for each Small Cell application review and franchise negotiation.		
Interim Small Cell Facility Permit Fee: \$100.00 per small cell facility, plus time and materials beyond the base amount.		
Interim Annual ROW Access & Pole Attachment Fee: \$270.00, plus time and materials beyond the base amount.		
Interim New Pole for Small Cell Facility Attachment(s): \$1,000.00 per pole, plus time and materials beyond the base amount.		
Small Wireless Franchise Fee Deposit. Requires a deposit of \$5,000.00 with Small Wireless franchise application. The deposit is intended to cover all administrative expenses incurred by the City (including staff/consultant related time) associated with the review of each franchise application and associated franchise negotiations. Additional fees may apply if additional staff/consultant related time is necessary. Any application fee deposit monies not used for administrative expenses associated with the review of each franchise application and franchise negotiation will be returned to the applicant following the approval or denial of the franchise by the City Council. This administrative fee excludes normal permit fees required for work within the City Rights-of-way. City personnel will be tracking all hours expended for each Small Wireless application review and franchise negotiation. This deposit may also be applied to administrative costs associated with negotiate a Master License Agreement for Small Wireless Facilities on City Facilities.		\$5,000.00
Small Wireless Facility Permit Fee (per facility)		\$100.00
Small Wireless Facility Annual ROW Access Fee (in lieu of ROW permits)		\$270.00
Small Wireless Facility Pole Attachment Fee ("Rent" per facility on City facilities) - This fee is prorated based on the number of days covered from Rent Commencement Date to December 31.		\$276.75
Small Wireless Facility Pole Replacement Fee (per replaced pole)		\$1,000.00

2020 2021 FEE SCHEDULE - continued

L.	ANIMAL CONTROL LICENSING FEES	
	Police	
	The annual license fees for the ownership, keeping, or having control of dogs and/or cats in the City shall be as follows:	
	- Dogs (altered)	\$20.00
	- Dogs (unaltered)	\$55.00
	- Cats (altered)	\$12.00
	- Cats (unaltered)	\$55.00
	Reduced rates for physically disabled and senior citizens, 65 years of age or older:	
	- Dogs (altered)	\$10.00
	- Dogs (unaltered)	\$30.00
	- Cats (altered)	\$4.00
	- Cats (unaltered)	\$30.00
	Animals exempted from payment of fee - Guide Dog or Service Animal (with proof)	No Fee
	In order to receive the fee advantage for altered dogs and cats, an individual must provide either proof of alteration from a licensed veterinarian or a written statement from a licensed veterinarian that the spay/neuter procedure would be harmful to the animal.	
M.	BURGLAR/SECURITY ALARM PERMIT FEES	
	Police	
	The fee for burglar/security alarm systems operating within the City of Lakewood as defined in Chapter 9A.13 of the Lakewood Municipal Code are as follows:	
	Annual Permit Fee	\$24.00
	- for Senior Citizens or Physically Disabled	\$12.00
	General False Alarm Fee	\$100.00 each incident
	Robbery False Alarm Fee	\$200.00 each incident
	Supplemental False Alarm Fee for Unregistered Alarm	\$100.00 each incident
	Late Fee if False Alarm Fee is not paid in 30 days of invoice	\$25.00
	Appeal Fee (refundable if fee is overturned)	\$50.00
	Alarm Company Fee for Failure to Verify Alarm Signal	\$100.00
	Alarm Company Fee for false statements concerning the inspection of an alarm site or alarm performance	\$200.00
	Failure to comply and provide customer lists to Alarm Administrator	\$25.00 per working day (after the initial 30-day notice expires, i.e. day 31)
	Failure to renew (assessed the Alarm Agreement Holding Company)	\$100.00
	Failure to obtain an alarm permit from the Police alarm Administrator	\$10.00 per each registered alarm user in City, with maximum of \$100.00
	Reinstatement fee for unregistered alarm installation company or unregistered company	Greater of 100.00 or \$10.00 per alarm user of letters that have been sent

2021 FEE SCHEDULE
Resolution 2020-xxx Adopted by City Council on November 16, 2020

Fee Type		Fee Amount
All		
	Taxes and Pass-Through Costs	All appropriate taxes and pass-through costs are added to fees when they are incurred, even if not specified in the fee schedule.
A. Copies/Duplication		
	Legal/City Clerk	
	Certification of documents and Affixing City Seal	\$0.15 per page + \$3.00
	Preparation of verbatim City Council minutes	\$50.00/hour
	Reproduction of City Council audio tapes	\$5.00
	CD-ROMs	\$1.00
	Various Departments	
	Public Records:	
	Copies of Public Records	\$0.15 per page
	Scanned Public Records into Electronic Format	\$0.10 per page
	Electronic files or attachments uploaded to email, cloud-based storage service or other means of electronic delivery.	\$0.05 cents per 4 files or attachments
	Transmission of public records in an electronic format.	\$0.10 per gigabyte
	Digital Storage Media or Device; Container or Envelope used to mail copies to requestor and postage/delivery charge.	Actual Cost
	Note: - Charges can be combined if more than one type applies. - Pursuant to RCW 42.56.120(2)(b), the City of Lakewood is not calculating/assessing all actual costs for copying records because to do so would be unduly burdensome for the following reasons: (1) The City does not have the resources to conduct a study to determine all actual copying costs for every actual cost type; and (2) To conduct such a study would interfere with other essential city functions; and (3) even if the City were to conduct such a study, the systems in place facilitate tasks other than public records production.	
	Non Sufficient Funds (NSF) Fee	\$25.00
	Public Works	
	Engineering Standards Manual	Cost plus 15%
B. City Hall Rental Fees - Two-hour minimum reservation required for facility use		
	Cleaning Fee (non-refundable)	\$50.00 (Saturday & Sunday only)
	City staff attendant	Hourly rate of City staff attendant.
	Up to a 15% Administrative charge may be added to actual expenses. In addition, an hourly rate fee will be charged for repairs or additional cleaning that is required as a result of an event.	

2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
C. PLANNING AND DEVELOPMENT FEES		
Administrative Fee		
Technology Fee		2% of the total planning permit cost
Plat/Subdivision Fees		
Preliminary Plat		\$3,850.00 plus \$100.00 per lot; plus \$2,500 hearing examiner deposit ⁽¹⁾
Plat Amendment (before final plat approval)		
	Major	\$1,320.00 plus \$100 per lot; plus \$2,500.00 hearing examiner deposit ⁽¹⁾
	Minor	\$660.00 plus \$100 per lot; \$2,500.00 hearing examiner deposit ⁽¹⁾
Final Plat		\$2,750.00 plus \$50.00 per lot
Plat Alterations (after final plat approval)		\$2,500.00 plus \$1,000 hearing examiner deposit ⁽¹⁾
Binding Site Plans		\$2,200.00
Short Plat		\$3,500.00
Short Plat Amendments		\$1,000.00
Boundary Line Adjustments (BLA)/Lot Combination		\$600.00
Recording Fees		Fees Not Included
Discretionary Land Use Permits		
Conditional Use Permits		\$2,200.00 plus \$2,500.00 hearing examiner deposit ⁽¹⁾
Master Facilities Plan		\$2,200.00 plus \$2,500.00 hearing examiner deposit ⁽¹⁾
Major Variances		\$1,200.00 plus \$2,500.00 hearing examiner deposit ⁽¹⁾
Major Variances for single family dwelling (where project valuation does not exceed \$12,000)		\$660.00
Administrative Variances		\$400.00
Administrative Use Permits		\$1500.00
Temporary Use Permits		\$200.00
Major Modifications of Permit Approval		1/2 of original permit cost
Minor Modifications of Permit Approval		1/4 of original permit cost
Shoreline Substantial Development Permit		\$2,300.00 plus \$2,500.00 hearing examiner deposit ⁽¹⁾
Shoreline Conditional Use Permit/Shoreline Variance		\$2,300.00 plus \$2,500.00 hearing examiner deposit ⁽¹⁾
Written Shoreline Exempt Determination (The fee applies only to requests for a written determination by the Community and Economic Development Department that the project is exempt from the Shoreline Master Program.)		\$150.00
Appeals & Reconsiderations		
Reconsideration of a Decision of the Hearing Examiner		\$300.00 plus \$2,500.00 hearing examiner cost deposit ⁽¹⁾
Appeal of the Administrative Officer's Decision		\$450.00
Appeal of SEPA Determination		\$450.00
Amendments to Plans & Regulations		
Amendments to the Comprehensive Plan & other related policy documents		\$2,100.00
Amendments to Development Regulations		\$2,600.00
Amendments to the Shoreline Master Program		\$3,200.00
Site-Specific Rezone		\$3,100.00

2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
C. PLANNING AND DEVELOPMENT FEES (continued)		
Zoning Certification/Site Plan Review		
Single family dwelling construction in residential zones are subject to the following fee schedule:		
Construction Value:		
\$0 - \$74,999		\$50.00
\$75,000 - \$124,999		\$100.00
\$125,000 - \$224,999		\$150.00
Over \$225,000		\$300.00
Other Developments: All new buildings or exterior tenant improvements in commerical or industrial zones, and all other construction and development activity, other than single-family dwelling construction, are subject to the following fee:		
Construction Value	CED Zoning Certification Fee	Compliance check w/ permit conditions
\$0 - \$99,999	\$260.00	\$50.00
\$100,000 - \$249,999	\$530.00	\$200.00
\$250,000 - \$499,999	\$790.00	\$450.00
\$500,000 - \$999,999	\$1,000.00	\$700.00
\$1,000,000 - \$4,999,999	\$2,000.00	\$1,200.00
\$5,000,000 - \$10,000,000	\$2,500.00	\$1,700.00
Over \$10,000,000	\$3,000.00	\$2,200.00
Site Plan Review without a Building Permit. The zoning certification and site plan review fee for those development projects for which no building permit is required but which requires site plan review and a zoning certification, shall be based on the value of the proposed development to be undertaken. The value of the proposed construction/development shall be determined based on professional estimates by a licensed engineer, architect, landscape designer or contractor. These estimates may include but are not limited to, grade and fill of the site, paving, placement of utilities, lighting, landscaping, and other site improvements. The combined total of the cost estimates for all development on the site shall be the established value basis for the zoning certification and site plan review fee found in the table above.		
Zoning Certification with No Site Plan Review Required	A \$20.00 fee applies to zoning certifications where only a business license is required.	
	A \$50.00 fee applies to projects where the proposed land use must be reviewed with respect to development standards, but there is no requirement for submitting a site plan, e.g. an interior tenant improvement.	
Mixed Use Buildings	Site plan review and/or zoning certification application fees may be reduced by 50% if the application is for the construction of a mixed use building. Fee waivers do not apply to SEPA, short plat, subdivision or other permit requests associated with the development of a site, nor does fee reduction apply to mixed use development where the commercial and residential uses are not located within the same building.	

2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
C. PLANNING AND DEVELOPMENT FEES - continued		
Miscellaneous Planning Fees		
Accessory Living Quarters		\$100.00
Design Review		\$200.00
	Application fees may be reduced by 50% if the application is for a mixed use building. Fee reduction applies to site plan review/zoning certification and design review. Fee waivers do not apply to SEPA, short plat, subdivision or other permit requests associated with the development of a site, nor does fee reduction apply to mixed use development where the commercial and residential uses are not located within the same building.	
Time Extensions		\$240.00
Annexation Petition		
	Notice of Intent to Commence Annexation	\$320.00
	Petition to Annex	\$2,500.00
⁽¹⁾ Hearing Examiner Fees		
Where Examiner Review is required for any related use permit, appeal, etc., the applicant is responsible for and required to pay actual Hearing Examiner costs, which may be higher or lower than the deposit amount.		
Other Fees		
Staff Review Fees (includes re-inspection and investigative fees, and additional staff review when the processing of the application exceeds the application base fees as outlined in the fee schedule.)		\$92.00 per hour
Development Agreement		\$2500.00
Pre-Application Conference		\$150.00 - Of this amount, \$100.00 can be applied to related permits filed within sixty (60) days of the preapplication conference
Final Certification of Occupancy/Site Certification		\$100.00
Home Occupation		\$200.00
Limited Home Occupation		\$50.00
Downtown Subarea Park Fee-in-Lieu of Common Open Space Construction		Up to 50% of valuation of required common open space (100 sq. ft. required per dwelling unit); see LMC 18B.530
Written Zoning Determination by the Assistant City Manager for Development Services		\$250.00
WTF Administrative Use Permit		\$800.00
WTF Conditional Use Permit		\$2,000.00

2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
C. PLANNING AND DEVELOPMENT FEES - continued		
SEPA & Wetland Fees		
Written SEPA Exempt Determination (The fee applies only to requests for a written determination by the Community & Economic Development Department that the project is exempt from the requirements of SEPA.)		\$50.00
	Environmental Checklist for applicable Process I and II applications located outside of Downtown Subarea Plan Boundaries	\$550.00
	Environmental Checklist for applicable Process III, IV, and V applications (e.g. conditional use permits, variances, shoreline substantial development permits, plats, master plans, and land use map/text changes located outside of the Downtown Subarea Plan Boundaries	\$1,840.00
	Environmental Checklist for applicable Process V applications (e.g. generalized or comprehensive ordinance text amendments, area-wide amendments, annexations, and adoption of new planning-related ordinance)	Staff review hourly rate; \$2,500.00 deposit is required
	Environmental Checklist for projects inside of Downtown Subarea Plan Boundaries	\$50.00
	Environmental Impact Statement (EIS)	\$3,200.00 plus preparation at contract rate to be determined
	Reasonable Use Exception other than residential (RUE)	\$1,840.00 plus \$2,500.00 hearing examiner deposit ⁽¹⁾
	Residential RUE	\$500.00
	Additional SEPA Review (See WAC 197-11-335)	No charge, except any third-party consultant costs to the City.
	Downtown Subarea Planned Action Transportation Fee	\$2,174.00 per PM peak hour trip generated by use(s).
Multi-Family Tax Exemption (MFTE) Applications (LMC 3.64.030)		
Conditional Certificate Application		\$800.00
Extension of Conditional Certificate of Application		\$500.00
Final Certificate of Application		\$500.00
8-Year Tax Exemption Annual Monitoring Fee (due payable upon final certificate)		\$800.00
12-Year Tax Exemption Annual Monitoring Fee (due payable upon final certificate)		\$1,200.00
Tree Removal/Replacement Permit Fees		
Significant Tree Removal Permit		No Fees
Off-Site Tree Replacement Permit (when trees are not being replaced onsite)		\$400.00 for each replacement tree

2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
D. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS		
	Building Permit fees shall be based upon valuation. The valuation shall be determined by the Building Official. For most projects the square footage costs in the most current Building Valuation Data Table published by the International Code Council (ICC) may be employed. For projects not covered by the table construction estimation tools such as Construction Cost Data by R.S. Means or the BNI <i>Construction Costbook</i> may be referenced as a guide.	
	Administrative Fee - Includes a technology fee equal to 2% of the total building permit cost.	
	Permit fees shall be calculated from valuation in the following manner:	
	Valuation	Corresponding Permit Fee
	\$0 - \$500	\$30.00
	\$501 - \$2,000	\$30.00 for the first \$500.00 plus \$4.00 for each additional \$100 or fraction thereof, to and including \$2,000.
	\$2,001 - \$25,000	\$90.00 for the first \$2,000.00 plus \$17.50 for each additional \$1,000 or fraction thereof, to and including \$25,000.
	\$25,001 - \$50,000	\$492.50 for the first \$25,000.00 plus \$12.50 for each additional \$1,000 or fraction thereof, to and including \$50,000.
	\$50,001 - \$100,000	\$805.00 for the first \$50,000.00 plus \$9.00 for each additional \$1,000 or fraction thereof, to and including \$100,000.
	\$100,001 - \$500,000	\$1,255.00 for the first \$100,000.00 plus \$7.25 for each additional \$1,000 or fraction thereof, to and including \$500,000.
	\$500,001 - \$1,000,000	\$4,155.00 for the first \$500,000.00 plus \$6.00 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.
	\$1,000,001 - \$5,000,000	\$7,155.00 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof, to an including \$5,000,000.
	\$5,000,001 and up	\$23,155.00 for the first \$5,000,000.00 plus \$3.00 for each additional \$1,000.00 or fraction thereof.

2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
D. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS - continued		
Plan Review Fees		
Plan review fees shall be 65 percent (65%) of the Building Permit Fee with a minimum fee of one hour (\$92.00)		
Plan review for residential site specific base plans shall be \$500.		
Other Fees		
	Demolition Fees	
	Single Family (including duplex)	\$200.00
	Residential Accessory Building	\$100.00
	Commercial/Multi-Family (including mobile home parks)	
	Less than 10,000 square feet	\$200.00
	10,000 to 100,000 square feet	\$400.00
	100,000 square feet or more	\$600.00
	Mobile Home Setup Permit	\$184.00
State Building Code Council (SBCC) Surcharge - Residential		\$6.50 for each building permit issued, plus an additional surcharge of \$2.00 for each residential unit after the first unit, in accordance with RCW 19.27.085
State Building Code Council (SBCC) Surcharge - Commercial		\$25.00 for each building permit issued, plus an additional surcharge of \$2.00 for each residential unit after the first unit, in accordance with RCW 19.27.085
General Comments		
1)	Any person who commences any work on a building, structure, gas, mechanical, or plumbing system before obtaining the necessary permits may be subject to an investigative fee.	
2)	Additional inspection outside of normal business hours or investigative fee rates are calculated at \$92.00 per hour (2 hour minimum).	
3)	A reinspection fee shall be calculated at \$92.00 per occurrence.	
4)	Additional plan review resulting from revisions, resubmittals and other documents shall be calculated at \$92.00 per hour of staff time expended.	
5)	Additional hourly rates for which no specific fee is identified shall be calculated at \$92.00 per hour.	
6)	Expedited plan review by the use of outside consultants for plan checking and/or inspections will be the actual cost calculated by outside consultant. The consultant fees shall be paid directly to the outside consultant. Thereafter, the Building Official will adjust the City's building permit review fees.	
7)	The payment of the fee for the construction, alteration, removal or demolition for work done in connection to or concurrently with the work authorized by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees as assessed.	
8)	Any time the use of a building or tenant space is changed, a change of use permit is required. The fee for a change of use permit is \$250.00. If alterations to the space are to be performed, additional permits and fees may be required such as building permit, plumbing permit, mechanical permit, etc. Please note that an electrical permit may be required for changes to the electrical service or wiring.	
9)	Foundation only permit for phased commercial and multifamily projects, 10 percent of the ICC Building Valuation.	
10)	Shell only permits for phased commercial and multifamily building, 80 percent of the ICC Building Valuation per square foot.	
11)	Review of minor additions or revisions to plans before permit issuance, \$92 per hour, minimum, one hour. Major revisions to plans will require a new plan review fee. Revisions submitted in response to plan review comments do not require additional plan review fee. Shell only permits for phased commercial and multifamily buildings, 80 percent of the ICC	
12)	Review of minor additions or revisions to plans after permit issuance, \$92 per hour, minimum, one hour.	
13)	Review of deferred submittals, \$92 per hour, minimum one hour.	
14)	Tenant improvements for shell building, 50 percent of the ICC Building valuation per square foot. Said tenant improvement is limited to nonstructural tenant alterations not included in the building permit for the new shell building. This work is limited to improvements of previously unoccupied space.	
15)	Work without permits; double fees for building permits and plan review fees.	
16)	Building permit extension (after two extensions have been previously authorized by the Building Official. The fee is 0.5 hours at the CED hourly rate (see Staff Review Fees under Other Fees section).	

2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
D. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS - continued		
Mechanical Permit Fees		
New Single Family Residences and Duplex (per unit) Flat Fee		\$175.00
Residential (Prescriptive Design)		\$175.00
Commercial and Non-Prescriptive Residential		Per Valuation w/ Minimum \$175.00
New Commerical Building and Major Tenant Improvements permit fees will be based upon the following valuation table using the project valuation. Valuation based upon the prevailing market value including materials, labor and equipment.		
Project Valuation		Fee
Up to \$5,000		\$85.00
\$5,000 - \$100,000		\$85.00 for the first \$5,000 plus \$17.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
> \$100,000		\$1,700.00 for the first \$100,000 plus \$12.00 for each additional \$1,000 or fraction thereof.
Mechanical Review Fees		
When plan reviews and/or specifications are required, the plan review fee shall be calculated at 25% of the Permit Fee.		
Small Tenant Improvements (mechanical < \$5,000) and equipment replacement or adding of new equipment shall use the equipment unit table below:		
Equipment Unit Schedule Description	Fee	
Permit Issuance	\$34.00	
Issuing supplemental permits	\$12.00	
Furnaces up to and including 100,000 BTU	\$22.00	
Furnaces over 100,000 BTU	\$29.00	
Appliance vents	\$12.00	
Repair or additions to A/C systems	\$22.00	
Boilers, compressors and absorption systems up to and including 3 horsepower	\$29.00	
Boilers, compressors and absorption systems over 3 horsepower and including 15 horsepower	\$53.00	
Boilers, compressors and absorption systems over 15 horsepower and including 30 horsepower	\$76.00	
Boilers, compressors and absorption systems over 30 horsepower and including 50 horsepower	\$100.00	
Boilers, compressors and absorption systems over 50 horsepower	\$123.00	
Air handlers up to and including 25 tons	\$18.00	
Air handlers over 25 tons	\$29.00	
Evaporative coolers	\$41.00	
Ventilation and exhaust (fans and hoods)	\$18.00	
Incinerators, domestic type	\$29.00	
Incinerators, international type	\$41.00	
Each gas piping from 1 to 5 outlets	\$12.00	
- Additional outlets per outlet	\$3.00	
Miscellaneous	\$18.00	

2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
D. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS - continued		
PLUMBING PERMIT FEES		
New Single Family Residences and Duplex (per unit) flat fee		\$225.00
New Commercial Buildings and Major Tenant Improvements permit fees will be based upon the following valuation table using the project valuation. Valuation based upon the prevailing market value including materials, labor and equipment.		
Project Valuation		Fee
Up to \$5,000		\$85.00
\$5,000 - \$100,000		\$85.00 for the first \$5,000 plus \$17.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,000 and up		\$1,700.00 for the first \$100,000 plus \$12.00 for each additional \$1,000 or fraction thereof.
PLUMBING REVIEW FEES		
When plans and/or inspections are required, the plan review fee shall be calculated at 25% of the Permit Fee.		
Small Tenant Improvements (mechanical < \$5,000) and equipment replacement or adding of new equipment shall use the equipment unit table below.		
Equipment Unit Schedule		Fixture Fee
Permit Issuance		\$34.00
Issuing supplemental permits		\$12.00
Furnaces up to and including 100,000 BTU		\$22.00
Each plumbing fixture with one trap		\$12.00
Each building sewer		\$22.00
Each drain for indoors rainwater system		\$12.00
Each cesspool		\$35.00
Each private sewage disposal system		\$59.00
Each water heater and vent		\$12.00
Each gas piping from 1 to 5 outlets		\$12.00
- Additional outlets per outlet		\$3.00
Each waste incinerator		\$12.00
Water piping or water treating system		\$12.00
Repair or alteration of drainage or vent		\$12.00
Backflow device for lawn sprinklers		\$12.00
Vacuum breakers from 1 to 5		\$12.00
- Additional units over 5 per each		\$3.00
Backflow device for other systems over 2 inches in diameters		\$24.00
Cross connection of reclaimed water system		\$47.00
Each graywater system		\$59.00
Medical gas system from 1 to 5 outlets		\$71.00
- Additional outlets over 5 per each		\$12.00

2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
E. GEOGRAPHICAL INFORMATION SYSTEMS AND OTHER FEES		
Geographical Information Systems (GIS)		
LABOR COSTS: Labor costs for preparation of requested GIS information shall be billed on a quarter of an hour (15-minute) basis, at the rate of \$12.50 per fifteen (15) minute period of labor, in addition to any applicable mapping and/or electronic media costs, set forth below:		
Standard Mapping Products		
Photo Quality Paper (11 X 17)		\$15.00 each
Wall Map (22 X 34)		\$20.00 each
Wall Map (33 X 44)		\$25.00 each
ELECTRONIC MEDIA: CD-ROM		\$15.00
Administrative Services		
Extra Duty Contracts - Administrative Fee		\$2.00 per hour
Extra Duty Contracts - Processing Fee		\$10.00 per invoice
Lien Filing Fee		\$50.00 plus all recording fees
F. PUBLIC WORKS PERMIT FEES		
Administrative Fee		
Technology Fee		2% of the total public works permit cost
Permits		
Site Development Permit (covers site work, including erosion control, clearing, grading and drainage)		
	Project Value	Permit Fee
	\$0 - 15,000	\$920.00
	\$15,001 - \$50,000	\$1,840.00
	\$50,001 - \$150,000	\$4,600.00
	\$150,001 - \$1,000,000	\$8,280.00
	Over \$1,000,001	\$16,560.00
<i>Project Value is defined as the value of all improvements outside the building footprint.</i>		
Right-of-Way Permit (authorization to use right-of-way for minor construction, parking or other non-intrusive use)		\$184.00 plus any staff time in excess of 2 hours at \$92.00 per hour
Annual Right-of-Way Permit (authorization for utility companies to use right-of-way for non-intrusive maintenance activities)		\$500.00
Pavement Degradation Fee : (recovers loss in pavement serviceability due to pavement cuts):		
	Road Material, Type, PCI Score	PDF Fee
	Flexible, High Volume, In moratorium	\$85.00 per square yard
	Flexible, High Volume, PCI 100-85	\$42.00 per square yard
	Flexible, High Volume, PCI 84-70	\$34.00 per square yard
	Flexible, High Volume, PCI 69-50	\$25.00 per square yard
	Rigid, High Volume, In moratorium	\$164.00 per square yard
	Rigid, High Volume, PCI 100-85	\$82.00 per square yard
	Rigid, High Volume, PCI 84-70	\$66.00 per square yard
	Rigid, High Volume, PCI 69-50	\$49.00 per square yard
	Flexible, Med-Low Volume, In moratorium	\$54.00 per square yard
	Flexible, Med-Low Volume, PCI 100-85	\$27.00 per square yard
	Flexible, Med-Low Volume, PCI 84-70	\$22.00 per square yard
	Flexible, Med-Low Volume, PCI 69-50	\$16.00 per square yard
	Rigid, Med-Low, In moratorium	\$142.00 per square yard
	Rigid, Med-Low, PCI 100-85	\$71.00 per square yard
	Rigid, Med-Low, PCI 84-70	\$57.00 per square yard
	Rigid, Med-Low, PCI 69-50	\$43.00 per square yard

2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
F.	PUBLIC WORKS PERMIT FEES - continued	
	Right-of-Way Vacation Permit (<i>"Sale" or vacation of city right-of-way to abutting property owners</i>)	\$1,840.00
	Street Opening Permit (<i>Used to install new or repair/upgrade existing private and public facilities located in a street right-of-way; includes pavement cuts, excavation, traffic control, etc.</i>)	\$920.00 plus any staff time in excess of 10 hours at \$92.00 per hour
	Oversize Load Permit (<i>all vehicles in excess of legal weight or size limitations according to RCW 46.44 shall obtain an oversize load permit prior to operating on Lakewood streets</i>)	Individual \$184.00 Annual \$552.00 Additional costs shall apply if police escorts or signal technician work is required.
	Reinspection Fee (<i>to cover cost of each reinspection, required in conjunction with a Right-of-Way Permit, necessary to assure compliance with the requirements of the permit</i>)	\$92.00
	General Inspection Fee (<i>for inspection not otherwise listed</i>)	\$92.00 per hour
	Miscellaneous Permits (<i>any Public Works permit not covered by the fee schedule, if performed by an employee</i>)	Rate will be based on actual hourly costs, plus benefits (30%), operating costs (16%) and central services costs (16%)
	Professional Services Contracts (<i>any private or public professional service contract needed</i>)	Rate will be billed 100%, plus 10% administrative charges

2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
G. PARKS AND RECREATION PROGRAMS (Facility/Use)		
Parks, Recreation & Community Services		
Special Use Permit*		
Events		\$200.00 - \$500.00
Colonial Plaza and Major events		\$1,000.00
Event Deposit		\$250.00 - \$500.00 per event
Additional event fees and services (plus 15% of gross private event revenue)		Market rate + 15%
<i>* permit fee + extra costs associated with event (garbage, staff support, notification, sanitation, security, etc)</i>		
Alcohol Permit Fee ** (must be purchased in addition to a special use permit)		
Small events		\$200.00
Large events		\$500.00
Major events		\$1,000.00
** Special conditions apply		
Facility Use Cancellation Fees		
- Recreation Administrative Fee		\$10.00 (non-refundable)
- Special Use Permit - less than 30 days prior to		(0%) 100% retained by City
- Special Use - 31-60 days prior to use		(50% refunded) 50% retained by City
- Special Use - more than 61 days prior to use		(75% refunded) 25% retained by City
Lakewood Senior Activity Center (two hour minimum)		
Rainier Room - Full activity room		\$65.00 per hour
Classroom		\$30.00 per hour
Artroom		\$30.00 per hour
Kitchen (only if available if renting full activity room)		\$15.00 per hour
Facility Deposit		\$150.00
Cleaning Fee		\$150.00
Additional Staffing Fee		\$25.00 per hour
Cancellation Fees		
- Facility Deposit/Fees (less than 30 days)		(0%) 100% retained by City
- Facility Deposit/Fees (31-60 days prior)		(50% refunded) 50% retained by City
- Facility Deposit/Fees (more than 61 days prior)		(75% refunded) 25% retained by City
Boat Launch		
Per launch (Credit/Debit Cards Only)		\$15.00
Resident Season Pass		\$125.00 plus tax
Non-Resident Season Pass		\$150.00 plus tax
Overnight Pass		\$50.00
Commercial Pass		\$250.00
Outdoor Market Vendors		Daily Rate
Regular Stall 10x10		\$25.00
Regular Stall 10x 20 or Food Trucks		\$50.00
Neighborhood Parks		
Field Preparation Fees		\$25.00
Fields use		\$20.00 per hr (no prep); \$50.00 per game fee (2.5 hrs. and one prep per day)

2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
G. PARKS AND RECREATION PROGRAMS (Facility/Use) - continued		
Fort Steilacoom Park		
Large Picnic Shelter - Full day only May-Sep		
- Half Day - 10:00 a.m. - 2:00 p.m. OR 3:00 p.m. - 7:00 p.m.		\$100.00
- Full Day (10:00 a.m. - 7:00 p.m.) - May require a special use permit.		\$200.00
Small Picnic Shelters - Full day only May - Sep		
- Half Day - 10:00 a.m. - 2:00 p.m. OR 3:00 p.m. - 7:00 p.m.		\$50.00
- Full Day (10:00 a.m. - 7:00 p.m.)		\$75.00
Pavilion		
- Half Day - 10:00 a.m. - 2:00 p.m. OR 3:00 p.m. - 7:00 p.m.		\$500.00
- Full Day (10:00 a.m. - 7:00 p.m.)		\$1,000.00
Hourly Rate (2 hour minimum)		\$150.00
Deposit		\$250.00 - \$500.00
Cleaning Fee		\$50.00 - \$70.00
Sport Field Use Fees		
		With one field preparation, per field, per day
- 1 Field		\$200.00
- 2 Fields		\$275.00
- 3 Fields		\$350.00
- 4 Fields		\$425.00
- 5 Fields		\$500.00
		Without field preparation, per day
- 1 Field		\$150.00
- 2 Fields		\$200.00
- 3 Fields		\$250.00
- 4 Fields		\$300.00
- 5 Fields		\$350.00
Baseball Field #5 at Fort Steilacoom Park		\$25.00 per game or \$50.00 per day
Single Sports Field (no preparation)		\$40.00 per 60 minutes
Tournament Deposit and Cancellation Fee (A full refund or credit less		
- Nonrefundable tournament reservation fee (does not go towards tournament fees)		\$100.00
- Tournament Deposit Fee (will go towards tournament fees)		\$100.00 per field
- Tournament cancelled less than 30 days prior		50% of deposit refunded
- Tournament cancelled 31-60 days prior		75% of deposit refunded
Youth soccer teams not associated with city leagues but use city fields for league play, per team. Field availability may vary and field prep fees apply.		
- Age 10 years and under		\$100.00 per team
- Age 11 - 18 years		\$125.00 per team
- Adult, age over 18 years		regular field use rates apply
Youth baseball teams not associated with city leagues but use city fields for league play, per team. Field availability may vary and field prep fees apply.		\$50.00 per game fee (2.5 hours and one prep per day)
Field preparation (all sports)		\$50.00 per prep \$75 per mid day mound change

2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
G.	PARKS AND RECREATION PROGRAMS (Facility/Use) - continued	
	Other Fees	
	Open Space:	
	Half Day (10:00 a.m. - 2:00 p.m.) or (3:00 p.m. - 7:00 p.m.)	\$100.00
	Full Day (10:00 a.m. - 7:00 p.m.) - May require a special use permit.	\$200.00
	Jumpy House Permits - Must be inspected and requires insurance.	\$20.00 each
	Non-Refundable Vendor Application Fee	\$25.00
	Advertising banner	\$100.00 per day
	Concessions	\$25.00 - \$50.00 per day
	Additional Staff Fee	\$25.00 per hour
	Parking, camping and other revenue collected by renter for event	15% of gross revenue
	Neighborhood Shelters - Full day only May-Sep	
	- Half day (resident/nonresident): 10:00 a.m. - 2:00 p.m. OR 3:00 p.m. - 7:00	\$40.00 / \$50.00
	- Full Day (resident/nonresident): 10:00 a.m. - 7:00 p.m.	\$60.00 / \$75.00
	McGavick Center Facility Use/Rental	
	Non-profit organizations may rent the entire facility for a flat fee of \$1,500.00. The City's available days for rental/use are limited in number each year.	

2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
H. FIRE CODE OFFICIAL & INTERNATIONAL FIRE CODE (IFC) FEES		
Community & Economic Development		
Site Development Plan Review (plats, short plats, commercial projects, residential infill's etc.)		
	Basic review fee	\$250.00
	- Additional review (over two hours)	\$125.00 per hour
	Vehicle Gates (includes plan review, inspection and testing)	\$125.00 per hour
	Construction Plan Review - A plan review fee will be charged for fire department review of requirements for construction and inspection of the IFC requirements for buildings classified as Group A, B, E, F, H, I, M, R, S and U. The plan review fee shall be:	15% of the plan review fee established for Building Permit Plan Review with a minimum fee of \$125.00
Fireworks Fees		
1)	Fees for temporary fireworks stand permit	\$100.00
2)	Fees for a public display permit	\$245.00
3)	A liability insurance policy(ies) is/are required in accordance with the Fireworks Ordinance for both fireworks stands and public displays as follows:	
	- \$500,000 for injuries to any one person in one accident or occurrence;	
	- \$1,000,000 for injuries to two or more persons in any one accident or occurrence;	
	- \$500,000 for damage to property in any one accident or occurrence; and/or	
	- \$1,000,000 combines single limit for any one accident or occurrence	
4)	A bond for clean-up is required in accordance with the Fireworks Ordinance for all fireworks stands (in a bond or cashiers check)	\$500.00
Fire Alarm Systems		
	Tenant Improvements (1st four zones)	\$215.00 plus \$6.00 (per
	- Additional zones	\$54.00 (each)
	Residential (one and two-family dwellings)	\$215.00 plus \$6.00 (per
	Commercial and Multi-Family (1st four zones)	\$325 plus \$6.00 (per device)
	- Additional zones	\$54.00 (each)
	- Sprinkler supervision only	\$270.00
	Fire Alarm Permit Fee for upgrading of an existing system	50 percent (50%) of the fee
	Fire Alarm Plan Review Fee	25 percent (25%) of the
	Underground Sprinkler Supply (includes plan review,	\$325.00
New Suppression Systems (Halon, CO2, Dry Chemical, FM200, Integren, etc.):		
	- 1 to 5 nozzles	\$200.00
	- Over 5 nozzles	\$200.00 plus \$20.00 per nozzle over 5
	- Bottle(s)	\$30.00 per bottle

2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
H. FIRE CODE OFFICIAL & INTERNATIONAL FIRE CODE (IFC) FEES - continued		
Above Ground Fire Sprinkler Systems		
The fee for fire sprinkler systems shall be based on the Building Permit Fee Table. The valuation shall be based on the per square foot figure of sprinkler systems as established by policy in accordance with nationally-recognized standards.		
Plan Review Fee <i>(for the fire sprinkler systems are in addition to the permit fee)</i>		25 percent (25%) of the permit fee, with a minimum of \$125.00.
Tenant Improvements <i>(relocation and addition to existing system)</i>		valuation 20 percent (20%)
System		\$270.00
Standpipes (includes review, inspection and testing fees)		
Temporary Standpipe		\$162.00
Class I		\$184.00
Class II		\$297.00
Class III		\$318.00
Other Fees		
- Additional inspection fees may be imposed		\$50.00 for each additional inspection
- After hours inspections		\$75.00 hour (1-hour minimum)
Fire Pump Installations (includes review, inspection and testing fees)		\$540.00
Commercial Power Generator Installations (includes review, inspection and testing fees)		\$350.00
Battery Systems - Capacity over 50 Gallons		\$125.00
Compressed Gas Systems - Install, Modify, Repair or Abandon		\$200.00
Crogenic Fluids - Install or Modify		\$200.00
Emergency Responder Radio Coverage System - Install or Modify		\$200.00
Flammable and Combustible Liquids		
	Installation of Modification of Commercial Tank, Piping or Distribution System	\$250.00
	Installation of Modification to Pipeline System	\$125.00
	Removal of Abandoned Tank in Place of Residential Tank	No Fee
	Removal or Abandoned in Place of Residential Tank	\$55.00
Hazardous Materials - Installation, Repair, Abandon or Remove a Facility		\$125.00
Industrial Ovens - Installation		\$125.00
LP Gas - Installation of Storage and/or Distribution System		\$200.00
Solar/Polovoltaic Power Systems (Commercial) - Installation and Modification		\$125.00
Spraying or Dipping Operations - Installation or Modification of Spray Booths, Room or Dip Tank		\$200.00
False Fire Alarms		
In the event of more than two false alarms in any 12 month period, the Fire chief may charge a fee for fire department response as specified below:		
- First and Second False Alarms		No Fee
- Third False Alarm		\$100.00
- Fourth and Additional False Alarms		\$250.00
EXCEPTION: False alarms resulting from the failure of a fire alarm service technician notifying the central, proprietary or remote monitoring station shall be billed at the rate of \$250.00 for each occurrence.		\$270.00 for each occurrence

2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
H. FIRE CODE OFFICIAL & INTERNATIONAL FIRE CODE (IFC) FEES - continued		
Fire Code Permit Fees		
The following are annual fees, except where noted, in accordance with Section 105 of the International Fire Code.		
Permit charges may be waived by the Fire Chief or Fire Marshal for the following: Activities of Washington State non- profit corporations and/or civic or fraternal organizations which possess an IRS tax exempt status. Proof of IRS tax exempt shall be presented at the time of permit application. Non-profit organizations may be charged 1/2 of the listed occupancy permit fees. However, any group shall be assessed a full permit fee if the approved conditions of the permit are modified or not adhered to by the applicant.		
Permit Type	Fee	
Aerosol products	\$110.00	
Aircraft Refueling Vehicle	\$110.00	
Amusement Buildings	\$110.00	
- Haunted House - Commercial (Limited)	\$110.00	
- Bizaars, Boutiques, Booths or Displays	\$110.00	
- Flee Markets	\$110.00	
Aviation Facilities	\$110.00	
Carnivals and Fairs		
- Commercial	\$110.00	
- Fairs, Bazaars, Famers Market, Etc.	\$110.00	
- Special Events - Outdoors	\$110.00	
Cellulose Nitrate Film	\$110.00	
Combustible Dust Producing Operations	\$110.00	
Combustible Fiber Storage	\$110.00	
Compressed Gases	\$110.00	
Covered and Open Mall Buildings	\$110.00	
- Kiosks, Concessions, Booths, Etc.	\$110.00	
- Used for Assembly (Limited)	\$110.00	
- Use of Open Flame (Limited)	\$110.00	
- Display of Flammable Liquid or Gas Filled	\$110.00	
Cryogenic Fluid	\$110.00	
Cutting and Welding	\$110.00	
Dry Cleaning	\$110.00	
Dust Producing Operations	\$110.00	
Explosives - Manufacture, Store, Handling, Sale or Use	\$110.00	
Fireworks Stand, Limited	\$110.00	
Flammable/Combustible Liquids	\$110.00	
Fruit and Crop Ripening	\$110.00	
Fumigation and/or Insecticidal Fogging	\$110.00	
Hazardous Material - Store, Transport, Dispense, Use of Handle	\$110.00	
HPM Facilities	\$110.00	
High Pile Storage	\$110.00	
Hot Work Operations	\$110.00	
Industrial Ovens	\$110.00	
Liquid or Gas-Filled Vehicles/Equipment in Assembly Bldgs.	\$110.00	
Lumber Yards and Woodworking Plants	\$110.00	
Magnesium	\$110.00	

2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
H.	FIRE CODE OFFICIAL & INTERNATIONAL FIRE CODE (IFC) FEES - continued	
	Fire Code Permit Fees - continued	
	Permit Type (continued)	Fee
	Mall (Covered)	\$110.00
	- Kiosks, Concessions, Booths, etc.	\$110.00
	- Used for Assembly (Limited)	\$110.00
	- Use Open Flame, etc. (Limited)	\$110.00
	- Display Flammable Liquid or Gas Filled	\$110.00
	Motor Vehicle Fuel Dispensing Station	\$110.00
	Organic Coatings	\$110.00
	Ovens- Industrial	\$110.00
	Parade Floats (limited)	\$110.00
	Place of Assembly	\$110.00
	Haunted House - Commercial (limited)	\$110.00
	Bazaars, Boutiques, Booths or Displays	\$110.00
	Flea Markets	\$250.00
	Other Special Events (Limited)	\$110.00
	Pyrotechnical Special Effects Material	\$110.00
	Radioactive Material	\$110.00
	Refrigeration Equipment (Commercial)	\$110.00
	Repair Garages	\$110.00
	Spraying and Dipping	\$110.00
	Tents and Canopies	\$110.00
	Tire and Storage	\$110.00
	Welding and Cutting	\$110.00
	Tax Incentive Urban Use Center Fees	
	- Application Fee	\$150.00 plus \$25.00 per multi-family unit, up to a maximum fee not to exceed \$300.00
	- Pierce County Assessor Processing Fee (specific to the Tax Incentive Urban Use Center Application Fee)	\$100.00
	- Extension to Conditional Certificate	\$50.00

2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
I. BUSINESS LICENSE FEE SCHEDULE		
Community & Economic Development		
General Business License (GBL)		\$60.00
Renewal of GBL		\$60.00
Temporary Business License		\$60.00
Temporary Business License Renewal		\$60.00
Pawnbroker Pawnshops		\$750.00
Second-hand and/or salvage dealers		\$150.00
Junk and/or salvage dealers		\$300.00
Transient Trader in second-hand property		\$53.00
Private Sales		No Fee
Flea Markets		\$750.00
Adult Cabaret Manager and Entertainer		\$150.00
Adult Entertainment Establishment		\$1,125.00
Panoram Premises License		\$1,125.00
Panoram Device License		\$75.00 per device
Panoram Owner License		\$1,125.00
Panoram Manager License		\$113.00
Carnivals and Circuses		\$150.00 per day
- Five or less machines or devices		\$75.00 per week*
- Five or more		\$15.00 per week per device*
* Alternative to device fees		\$150.00 annual fee
Wrecker License		\$150.00
Public Dances, Cabarets, Dance Halls and Teenager Dances		
- Cabaret		\$750.00
- Public Dance Hall		\$150.00
- Public Dances (per night)		\$53.00
- Public Dances (annually)		\$150.00 (maximum of four
- Teenager Dances		Same as Public Dances
Massage Businesses		
- Massage Business License		\$75.00
- Massage Manager		\$75.00
Bathhouses		
- Public Bathhouse		\$750.00
- Bathhouse Attendant		\$113.00
- Bathhouse Manager		\$113.00
Outdoor Public Music Festivals		\$1,125.00 per day of festival
Bondsmen		\$750.00
Theaters		\$150.00 per screen per year
<i>Transfer of license fee (commercial kennel or cattery, hobby kennel, foster kennel, private kennel, grooming parlor, or pet shop)</i>		No fee
Commercial Kennel/Cattery (6-50 dogs/cats)		\$100.00 plus \$2.00 per dog/cat
Commercial Kennel/Cattery (over 50 dogs/cats)		\$100.00 plus \$200.00
Solicitors and Peddlers		\$75.00 per solicitor or peddler

2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
J. RENTAL HOUSING SAFETY PROGRAM		
Community & Economic Development		
Detached Single Family Rental Flat Fee Per Unit		\$12.00
Multi-Family Rental Flat Fee Per Unit		\$12.00
Late Fee for Rental Housing Registration (up to one month past due)		\$0.00
Certificate of Compliance		No Charge
Certificate of Compliance Transfer to New Owner		No Charge
Initial Safety Inspection		No Charge
Reinspection		\$125.00
Rental Housing Inspector's Initial Registration		\$0.00
Rental Housing Inspector's Annual Renewal		\$10.00
K. SMALL WIRELESS FACILITIES		
Community & Economic Development		
Small Wireless Franchise Fee Deposit. Requires a deposit of \$5,000.00 with Small Wireless franchise application. The deposit is intended to cover all administrative expenses incurred by the City (including staff/consultant related time) associated with the review of each franchise application and associated franchise negotiations. Additional fees may apply if additional staff/consultant related time is necessary. Any application fee deposit monies not used for administrative expenses associated with the review of each franchise application and franchise negotiation will be returned to the applicant following the approval or denial of the franchise by the City Council. This administrative fee excludes normal permit fees required for work within the City Rights-of-way. City personnel will be tracking all hours expended for each Small Wireless application review and franchise negotiation. This deposit may also be applied to administrative costs associated with negotiate a Master License Agreement for Small Wireless Facilities on City Facilities.		\$5,000.00
Small Wireless Facility Permit Fee (per facility)		\$100.00
Small Wireless Facility Annual ROW Access Fee (in lieu of ROW permits)		\$270.00
Small Wireless Facility Pole Attachment Fee ("Rent" per facility on City facilities) - This fee is prorated based on the number of days covered from Rent Commencement Date to December 31.		\$276.75
Small Wireless Facility Pole Replacement Fee (per replaced pole)		\$1,000.00

2021 FEE SCHEDULE - continued

Fee Type		Fee Amount
L. ANIMAL CONTROL LICENSING FEES		
Police		
The annual license fees for the ownership, keeping, or having control of dogs and/or cats in the City shall be as follows:		
- Dogs (altered)		\$20.00
- Dogs (unaltered)		\$55.00
- Cats (altered)		\$12.00
- Cats (unaltered)		\$55.00
Reduced rates for physically disabled and senior citizens, 65 years of age or older:		
- Dogs (altered)		\$10.00
- Dogs (unaltered)		\$30.00
- Cats (altered)		\$4.00
- Cats (unaltered)		\$30.00
Animals exempted from payment of fee - Guide Dog or Service Animal (with proof)		No Fee
In order to receive the fee advantage for altered dogs and cats, an individual must provide either proof of alteration from a licensed veterinarian or a written statement from a licensed veterinarian that the spay/neuter procedure would be harmful to the animal.		
M. BURGLAR/SECURITY ALARM PERMIT FEES		
Police		
The fee for burglar/security alarm systems operating within the City of Lakewood as defined in Chapter 9A.13 of the Lakewood Municipal Code are as follows:		
Annual Permit Fee		\$24.00
- for Senior Citizens or Physically Disabled		\$12.00
General False Alarm Fee		\$100.00 each incident
Robbery False Alarm Fee		\$200.00 each incident
Supplemental False Alarm Fee for Unregistered Alarm		\$100.00 each incident
Late Fee if False Alarm Fee is not paid in 30 days of invoice		\$25.00
Appeal Fee (refundable if fee is overturned)		\$50.00
Alarm Company Fee for Failure to Verify Alarm Signal		\$100.00
Alarm Company Fee for false statements concerning the inspection of an alarm site or alarm performance		\$200.00
Failure to comply and provide customer lists to Alarm Administrator		\$25.00 per working day (after the initial 30-day notice expires, i.e. day 31)
Failure to renew (assessed the Alarm Agreement Holding Company)		\$100.00
Failure to obtain an alarm permit from the Police alarm Administrator		\$10.00 per each registered alarm user in City, with maximum of \$100.00
Reinstatement fee for unregistered alarm installation company or unregistered company		Greater of 100.00 or \$10.00 per alarm user of letters that have been sent



To: Mayor and City Councilmembers
From: Tho Kraus, Assistant City Manager/Administrative Services
Through: John J. Caulfield, City Manager *John J. Caulfield*
Date: November 9, 2020
Subject: Review of 6-Year Financial Forecast (2020-2026)

BACKGROUND

The City's financial policies requires the City to prepare a financial forecast for six years to include the current budget period. Given the current economic uncertainty that exists because of the COVID-19 pandemic, this forecast is a reflection of the current economic conditions. As the economy stabilizes, a more comprehensive update to the forecast will be prepared. The projection extends current operations to determine if the services are sustainable and the magnitude of, if any, future financing gaps. The glimpse into the future allows the City to proactively plan and implement corrective measures over time to avoid sudden drastic changes in service levels and/or revenues.

Additionally, the City's financial policies require the City to balance its ongoing services with ongoing revenues. Therefore, the six-year financial forecasts distinguishes between services and revenues that are considered ongoing "operating" revenues/expenditures versus one-time "capital and other source/uses".

Operating revenues and expenditure projections are an integral part of planning the City's future financial strategy. The City utilizes five-year trend to project future sources/use; however, the City also takes into consideration of the current economic climate and adjusts these trends accordingly.

Revenues are projected conservatively and take into consideration of current economic conditions, recent activity and anticipated activity. For example, revenue growth will only be recognized after it takes place. Expenditure projections are based on a general 3% increase with adjustments for known/anticipated increases and does not include limited-term positions with end dates of 12/31/2022 nor does it include positions that are authorized, yet unfunded in the Proposed 2021/2022 Biennial Budget.

Other than step increases, the financial forecast does not include other potential adjustments such as wage increases beyond the current contract period as follows:

<u>Labor Group</u>	<u>Current Contract Period</u>
Teamsters	1/1/2019 – 12/31/2021
AFSME	1/1/2020 – 12/31/2021
LPMG	1/1/2020 – 12/31/2022
LPIG	1/1/2016 – 12/31/2020

FINANCIAL POLICIES

For purposes of this discussion, the following are extracted from the City's adopted financial policies.

- **Balanced Budget.** The City will adopt a balanced budget for all funds. Balanced budget for operating funds means ongoing operating program costs do not exceed the amount of ongoing revenues to finance those costs. The ongoing revenue will be identified along with new program costs including impact from new capital projects. Any available carryover balance will only be used to offset one-time or non-recurring costs. Balanced budget for non-operating funds means total resources equal to or exceed total uses.
- **Excess Cash Balances.** Cash balances in excess of the amount required to maintain General and Street Operations & Maintenance Fund reserves may be used to fund one-time or non-recurring costs.
- **Fund Balance.** The General Fund ending fund balance reserves shall be 12% of the combined General and Street Operations & Maintenance Funds operating revenues. These reserves are as follows:
 - *2% General Fund Contingency Reserves:* The purpose of this reserve is to accommodate unexpected operational changes, legislative impacts, or other economic events affecting the City's operations which could not have been reasonably anticipated at the time the original budget was prepared. The City Council will determine how the Contingency Reserves are spent.
 - *5% General Fund Ending Fund Balance Reserves:* The purpose of this reserve is to provide financial stability, cash flow for operations and the assurance that the City will be able to respond to revenue shortfalls with fiscal strength.
 - *5% Strategic Reserves:* The purpose of this reserve is to provide some fiscal means for the City to respond to potential adversities such as public emergencies, natural disasters or similarly major, unanticipated events.
- **Use of Fund Balances.** Fund balance is the cumulative years' excess or deficit of all revenues and expense. Available fund balances shall not be used for ongoing operating expenditures, unless a determination has been made that available balances are in excess of required guidelines and plans have been established to address any future operating budget shortfalls. Emphasis shall be place on one-time uses that achieve future operating cost reductions and/or service level efficiencies.
- **Revenue Estimates.** Revenues shall be estimated conservatively so as not to introduce regular shortfalls in individual revenue accounts. Revenue estimates shall not assume excess growth rates. Real growth that occurs will be recognized through budgetary adjustments only after it takes place. This practice imposes short term constraint on the level of public goods or services. However, in the event that revenues are less than expected, it minimizes the likelihood of severe cutback actions which may be profoundly disruptive to the goal of providing a consistent level of quality services.
- **Use of One-Time/Unpredictable Revenues.** The City shall not utilize one-time revenues for recurring operating expenditures. One-time revenues include, but are not limited to: proceeds from the sale of land or surplus equipment, legal settlements, or revenue windfalls.

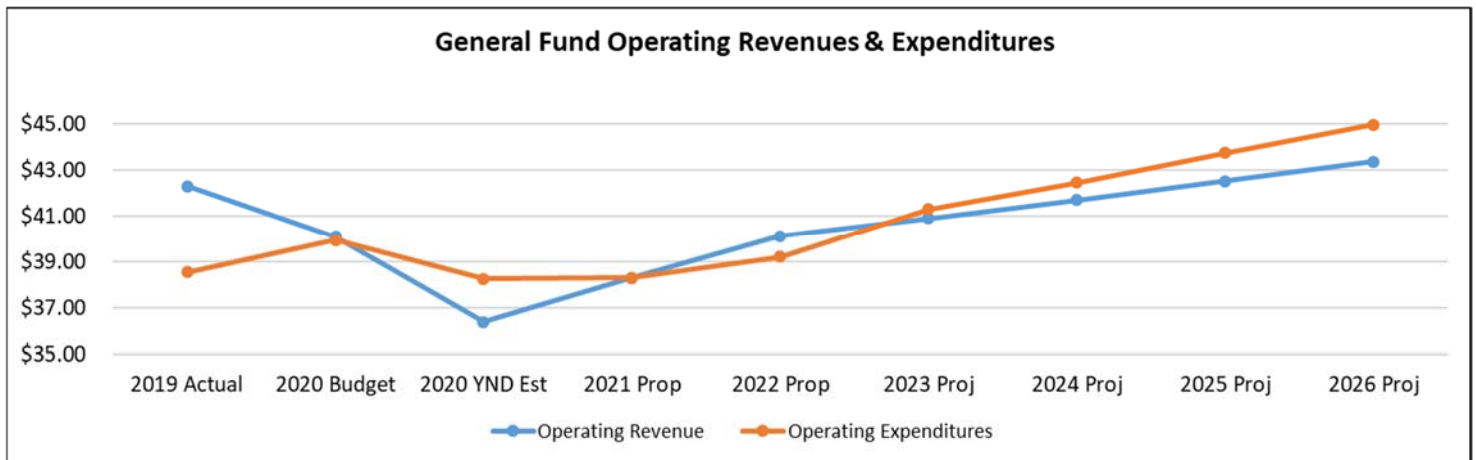
GENERAL FUND

The current 6-year financial forecast assumes that our local economy will begin recovering from the COVID-19 pandemic in early 2022. This forecast, similar to previous forecasts, projects General Fund operating expenditures to exceed operating revenues beginning in 2023, caused primarily from slower operating revenue recovery and growth compared to operating expenditure growth. The 5.3% increase in 2023 operating expenditures is due to reinstating annual fleet and equipment reserves collections as well as including information technology projects from the 6-year IT strategic plan.

Total other financing uses beyond 2022 include the following:

- \$50,000 per year to continue support of South Sound Military Communities Partnership (SSMCP)
- \$65,000 per year to for Parks CIP
- \$700,000 per year for Transportation CIP (\$515,000 in 2026 based on the current 6-year CIP)
- \$65,000 per year for Public Art

General Fund	2019 Actual	2020 Budget	2020 YND Est	2021 Proposed	2022 Proposed	2023 Projected	2024 Projected	2025 Projected	2026 Projected
Operating Revenue	\$42,294,072	\$40,087,923	\$36,377,129	\$38,298,400	\$40,118,404	\$40,891,028	\$41,688,764	\$42,506,764	\$43,347,964
Change over Prior Year - %	3.8%	-5.2%	-14.0%	5.3%	10.3%	1.9%	2.0%	2.0%	2.0%
Operating Expenditures	\$38,528,437	\$39,923,781	\$38,251,191	\$38,296,884	\$39,204,746	\$41,282,699	\$42,455,762	\$43,744,162	\$44,962,462
Change over Prior Year - %	2.8%	3.6%	-0.7%	0.1%	2.4%	5.3%	2.8%	3.0%	2.8%
Operating Income / (Loss)	\$3,765,635	\$164,142	(\$1,874,062)	\$1,516	\$913,658	(\$391,671)	(\$766,998)	(\$1,237,398)	(\$1,614,498)
As a % of Operating Expenditures	9.8%	0.4%	-4.9%	0.0%	2.3%	-0.9%	-1.8%	-2.8%	-3.6%
Total Other Financing Sources	\$544,035	\$720,463	\$600,223	\$100,250	\$100,250	\$100,250	\$100,250	\$100,250	\$100,250
Total Other Financing Uses	\$3,283,155	\$2,647,577	\$2,832,579	\$1,065,657	\$882,491	\$1,128,750	\$1,133,750	\$1,108,750	\$858,750
Total Revenues & Other Sources	\$42,838,107	\$40,808,386	\$36,977,352	\$38,398,650	\$40,218,654	\$40,991,278	\$41,789,014	\$42,607,014	\$43,448,214
Total Expenditures & Other Uses	\$41,811,592	\$42,571,357	\$41,083,770	\$39,362,541	\$40,087,236	\$42,411,449	\$43,589,512	\$44,852,912	\$45,821,212
Beginning Balance	\$8,847,534	\$9,874,049	\$9,874,049	\$5,767,631	\$4,803,740	\$4,935,158	\$3,514,987	\$1,714,489	(\$531,409)
Ending Balance	\$9,874,049	\$8,111,078	\$5,767,631	\$4,803,740	\$4,935,158	\$3,514,987	\$1,714,489	(\$531,409)	(\$2,904,407)
EFB as a % of Gen/Street Oper Rev	22.8%	19.8%	15.4%	12.2%	12.0%	8.4%	4.0%	-1.2%	-6.5%
Total Reserve Target 12%:	\$5,194,795	\$4,927,539	\$4,480,167	\$4,711,237	\$4,935,158	\$5,027,873	\$5,123,601	\$5,221,761	\$5,322,705
2% Contingency Reserves	\$865,799	\$821,256	\$746,695	\$785,206	\$822,526	\$837,979	\$853,933	\$870,293	\$887,117
5% General Fund Reserves	\$2,164,498	\$2,053,141	\$1,866,736	\$1,963,016	\$2,056,316	\$2,094,947	\$2,134,834	\$2,175,734	\$2,217,794
5% Strategic Reserves	\$2,164,498	\$2,053,141	\$1,866,736	\$1,963,016	\$2,056,316	\$2,094,947	\$2,134,834	\$2,175,734	\$2,217,794
Unreserved / (12% Reserves Shortfall)	\$4,679,253	\$3,183,539	\$1,287,464	\$92,503	\$0	(\$1,512,885)	(\$3,409,112)	(\$5,753,170)	(\$8,227,112)



ATTACHMENTS

- Current Financial Forecasts for All Funds

	2018 Annual Actual	2019 Annual Actual	2020 Original Budget	2020 Revised Budget	2020 YND Est	2021 Proposed	2022 Proposed	2023 Projected	2024 Projected	2025 Projected	2026 Projected
(001) GENERAL FUND											
REVENUES:											
Taxes	\$28,837,365	\$30,197,457	\$27,970,400	\$28,604,900	\$25,254,650	\$27,259,500	\$28,853,140	\$29,460,600	\$30,085,400	\$30,721,000	\$31,374,900
Property Tax	6,910,944	7,159,443	7,202,400	7,400,000	7,278,600	7,412,100	7,508,500	7,606,100	7,705,000	7,805,200	7,906,700
Local Sales & Use Tax	10,978,014	11,955,004	9,951,100	10,630,000	9,655,000	10,060,000	10,724,000	11,045,700	11,377,100	11,718,400	12,070,000
Sales/Parks	631,395	663,655	620,900	650,900	520,000	575,000	670,000	690,100	710,800	732,100	754,100
Brokered Natural Gas Use Tax	41,558	50,477	30,000	40,000	25,000	34,000	45,000	45,000	45,000	45,000	45,000
Criminal Justice Sales Tax	1,133,354	1,179,058	1,111,200	1,166,200	1,000,000	1,043,000	1,188,900	1,224,600	1,261,300	1,299,100	1,338,100
Admissions Tax	545,816	504,879	496,000	496,000	100,000	200,000	275,000	283,300	291,800	300,600	309,600
Utility Tax	5,408,728	5,575,351	5,745,800	5,415,800	5,370,000	5,479,100	5,556,700	5,680,800	5,809,400	5,935,600	6,066,400
Leasehold Tax	5,901	9,779	12,000	5,000	4,000	4,300	5,000	5,000	5,000	5,000	5,000
Gambling Tax	3,181,655	3,099,813	2,801,000	2,801,000	1,302,050	2,452,000	2,880,040	2,880,000	2,880,000	2,880,000	2,880,000
Franchise Fees	4,035,453	4,145,138	4,232,100	4,335,700	4,155,000	4,269,000	4,397,000	4,528,900	4,664,800	4,804,800	4,948,900
Cable, Water, Sewer, Solid Waste	2,945,276	3,021,837	3,049,000	3,172,600	2,941,000	3,029,000	3,119,800	3,213,400	3,309,800	3,409,100	3,511,300
Tacoma Power	1,090,176	1,123,301	1,183,100	1,163,100	1,204,000	1,240,000	1,277,200	1,315,500	1,355,000	1,395,700	1,437,600
Small Cell	-	-	-	-	10,000	-	-	-	-	-	-
Development Service Fees	2,204,665	1,749,026	1,744,000	1,744,000	1,738,000	1,755,200	1,772,600	1,808,100	1,844,200	1,881,100	1,918,700
Building Permits	897,791	690,016	728,300	728,300	728,300	735,600	743,000	757,900	773,100	788,600	804,400
Other Building Permit Fees	492,983	315,885	316,400	316,400	294,800	297,700	300,600	306,700	312,900	319,300	325,800
Plan Review/Plan Check Fees	625,754	603,498	575,200	575,200	575,700	581,400	587,200	598,900	610,800	622,900	635,300
Other Zoning/Development Fees	188,137	139,627	124,100	124,100	139,200	140,500	141,800	144,600	147,400	150,300	153,200
Licenses & Permits	417,487	415,674	384,000	421,525	301,000	382,525	382,500	382,500	382,500	388,000	393,600
Business License	275,552	292,489	314,000	276,525	195,000	276,525	276,500	276,500	276,500	282,000	287,600
Alarm Permits & Fees	104,411	84,348	30,000	105,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000
Animal Licenses	37,525	38,838	40,000	40,000	36,000	36,000	36,000	36,000	36,000	36,000	36,000
State Shared Revenues	1,195,471	1,144,373	1,255,900	1,178,900	1,430,400	1,236,695	1,246,265	1,246,335	1,246,335	1,246,335	1,246,335
Sales Tax Mitigation	10,006	-	-	-	-	-	-	-	-	-	-
Criminal Justice	158,293	167,506	154,000	154,000	168,000	173,235	176,235	176,235	176,235	176,235	176,235
Criminal Justice High Crime	231,905	162,777	318,800	241,800	428,400	249,450	249,500	249,500	249,500	249,500	249,500
Liquor Excise Tax	304,078	330,276	291,700	291,700	350,000	339,770	334,600	334,600	334,600	334,600	334,600
Liquor Board Profits	491,189	483,806	491,400	491,400	484,000	474,240	485,930	486,000	486,000	486,000	486,000
Marijuana Enforcement/Excise Tax	1	8			-	-	-	-	-	-	-
Intergovernmental	512,739	528,086	576,450	424,134	436,134	288,665	275,274	276,188	277,124	277,124	277,124
Police FBI & Other Misc	12,640	14,080	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000
Police-Animal Svcs-Steilacoom	13,740	18,012	14,380	16,368	16,368	16,601	16,843	17,094	17,354	17,354	17,354
Police-Animal Svcs-Dupont	29,533	33,252	29,770	33,877	33,877	34,514	35,164	35,827	36,503	36,503	36,503
Police-South Sound 911 Background Investigations	19,593	32,640	3,000	3,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Muni Court-University Place Contract	285,396	153,321	294,000	251,187	251,187	20,000	-	-	-	-	-
Muni Court-Town of Steilacoom Contract	111,537	155,276	114,900	72,137	72,137	103,000	106,090	106,090	106,090	106,090	106,090
Muni Court-City of Dupont	40,301	121,505	108,400	35,565	35,565	87,550	90,177	90,177	90,177	90,177	90,177

	2018 Annual Actual	2019 Annual Actual	2020 Original Budget	2020 Revised Budget	2020 YND Est	2021 Proposed	2022 Proposed	2023 Projected	2024 Projected	2025 Projected	2026 Projected
(001) GENERAL FUND-continued											
Charges for Services & Fees	1,300,239	1,648,838	1,442,700	1,467,700	1,252,300	1,331,550	1,414,300	1,414,300	1,414,300	1,414,300	1,414,300
Parks & Recreation Fees	250,101	279,541	288,700	313,700	113,000	191,250	274,000	274,000	274,000	274,000	274,000
Police - Various Contracts	15,507	23,643	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
Police - Towing Impound Fees	10,300	6,300	12,000	12,000	-	1,000	1,000	1,000	1,000	1,000	1,000
Police - Extra Duty	655,726	978,470	775,000	775,000	775,000	775,000	775,000	775,000	775,000	775,000	775,000
Police - Western State Hospital Community Policing	366,750	355,500	355,500	355,500	355,500	355,500	355,500	355,500	355,500	355,500	355,500
Other	1,855	5,384	4,500	4,500	1,800	1,800	1,800	1,800	1,800	1,800	1,800
Fines & Forfeitures	1,626,872	1,762,837	1,560,900	1,483,400	1,363,205	1,363,205	1,363,205	1,363,205	1,363,205	1,363,205	1,363,205
Municipal Court	798,411	812,773	860,900	783,400	663,205	663,205	663,205	663,205	663,205	663,205	663,205
Photo Infraction	828,460	950,064	700,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000	700,000
Miscellaneous/Interest/Other	325,024	417,942	133,700	142,964	161,740	127,360	129,420	126,200	126,200	126,200	126,200
Interest Earnings	130,742	160,388	68,000	68,000	68,000	67,930	67,930	67,900	67,900	67,900	67,900
Penalties & Interest - Taxes	77,122	167,569	15,200	15,200	24,000	7,500	7,500	7,500	7,500	7,500	7,500
Miscellaneous/Other	117,160	89,985	50,500	59,764	69,740	51,930	53,990	50,800	50,800	50,800	50,800
Interfund Transfers	284,700	284,700	284,700	284,700	284,700	284,700	284,700	284,700	284,700	284,700	284,700
Transfers In - Fund 401 SWM	284,700	284,700	284,700	284,700	284,700	284,700	284,700	284,700	284,700	284,700	284,700
Subtotal Operating Revenues	\$40,740,015	\$42,294,072	\$39,584,850	\$40,087,923	\$36,377,129	\$38,298,400	\$40,118,404	\$40,891,028	\$41,688,764	\$42,506,764	\$43,347,964
% Revenue Change over Prior Year	4.48%	3.81%	-6.41%	-5.22%	-13.99%	5.28%	10.28%	1.93%	1.95%	1.96%	1.98%
EXPENDITURES:											
City Council	122,436	135,995	136,853	155,073	139,485	148,287	148,304	152,800	157,400	162,100	166,900
Legislative	122,436	133,874	133,403	151,623	139,485	144,837	144,854	149,200	153,700	158,300	163,000
Sister City	-	2,121	3,450	3,450	-	3,450	3,450	3,600	3,700	3,800	3,900
City Manager	706,432	722,760	716,460	735,971	706,272	709,663	786,061	809,600	833,900	859,000	884,800
Executive	559,533	567,347	563,586	583,097	574,865	590,908	636,216	655,300	675,000	695,300	716,200
Communications	146,899	155,413	152,874	152,874	131,407	118,755	149,845	154,300	158,900	163,700	168,600
Municipal Court	2,050,968	1,958,515	2,158,419	2,165,074	2,012,264	1,990,524	2,009,514	2,069,800	2,131,900	2,195,800	2,261,700
Judicial Services	1,092,375	1,065,824	1,099,223	1,105,878	1,046,211	1,076,121	1,072,115	1,104,300	1,137,400	1,171,500	1,206,600
Professional Services	652,000	591,672	658,400	658,400	590,900	572,000	588,000	605,600	623,800	642,500	661,800
Probation & Detention	306,592	301,019	400,796	400,796	375,153	342,403	349,399	359,900	370,700	381,800	393,300
Administrative Services	1,731,553	1,775,396	1,863,255	1,877,297	1,854,979	1,912,776	1,976,091	2,035,300	2,096,400	2,159,300	2,224,100
Finance	1,166,248	1,193,231	1,254,474	1,259,386	1,264,624	1,286,323	1,323,537	1,363,200	1,404,100	1,446,200	1,489,600
Human Resources	565,305	582,165	608,781	617,911	590,355	626,453	652,555	672,100	692,300	713,100	734,500
Legal	1,699,409	1,706,817	1,681,540	1,688,196	1,492,426	1,623,752	1,631,231	1,756,800	1,736,400	1,880,600	1,855,700
Civil Legal Services	1,087,523	1,124,353	950,693	956,017	965,740	1,024,671	1,069,919	1,102,000	1,135,100	1,169,200	1,204,300
Criminal Prosecution Services	240,632	232,724	351,722	351,722	200,298	220,030	232,432	239,400	246,600	254,000	261,600
City Clerk	287,036	204,178	289,125	290,457	236,388	224,050	238,880	246,000	253,400	261,000	268,800
Election	84,219	145,562	90,000	90,000	90,000	155,000	90,000	169,400	101,300	196,400	121,000

	2018 Annual Actual	2019 Annual Actual	2020 Original Budget	2020 Revised Budget	2020 YND Est	2021 Proposed	2022 Proposed	2023 Projected	2024 Projected	2025 Projected	2026 Projected
(001) GENERAL FUND-continued											
Community & Economic Development	2,073,063	2,266,964	2,223,800	2,353,919	2,325,604	2,519,917	2,661,418	2,741,200	2,823,500	2,908,300	2,995,600
Current Planning	659,093	718,158	721,574	740,369	732,230	775,895	806,399	830,600	855,500	881,200	907,600
Long Range Planning	192,837	218,809	217,368	226,765	225,991	240,978	254,760	262,400	270,300	278,400	286,800
Building	1,035,962	1,146,618	1,093,347	1,192,142	1,175,650	1,303,025	1,387,786	1,429,400	1,472,300	1,516,500	1,562,000
Economic Development	185,169	183,379	191,511	194,643	191,733	200,020	212,474	218,800	225,400	232,200	239,200
Parks, Recreation & Community Services	2,718,160	2,903,440	2,821,605	2,986,335	2,769,801	2,930,295	2,998,234	3,088,100	3,180,800	3,276,300	3,374,600
Human Services	418,594	403,779	436,099	436,099	428,413	482,039	493,607	508,400	523,700	539,400	555,600
Administration	301,174	329,201	316,462	319,656	318,763	312,761	323,442	333,100	343,100	353,400	364,000
Recreation	405,448	467,173	422,141	472,141	372,675	479,387	488,877	503,500	518,600	534,200	550,200
Senior Services	236,627	246,535	241,021	241,021	221,314	243,300	247,197	254,600	262,200	270,100	278,200
Parks Facilities	500,484	544,466	504,716	522,457	429,972	444,964	453,027	466,600	480,600	495,000	509,900
Fort Steilacoom Park	672,444	733,560	675,795	710,600	805,377	789,993	811,231	835,600	860,700	886,500	913,100
Street Landscape Maintenance	183,388	178,727	225,371	284,360	193,286	177,850	180,853	186,300	191,900	197,700	203,600
Police	24,469,816	24,953,309	25,369,543	25,950,745	25,002,874	24,459,348	24,985,911	25,700,400	26,436,500	27,194,700	27,975,400
Command	4,596,657	4,084,467	3,882,300	4,073,975	3,963,124	3,840,266	4,046,127	4,167,500	4,292,500	4,421,300	4,553,900
Jail Service	633,754	811,899	700,000	950,000	600,000	700,000	700,000	721,000	742,600	764,900	787,800
Dispatch Services/SS911	2,118,919	2,069,771	2,068,490	2,048,930	2,048,930	1,995,290	1,995,290	2,055,100	2,116,800	2,180,300	2,245,700
Investigations	3,385,410	3,935,607	4,717,513	4,744,668	4,582,234	4,326,224	4,399,550	4,531,500	4,667,400	4,807,400	4,951,600
Patrol	7,764,555	7,730,510	7,999,003	8,026,158	7,856,709	7,743,477	7,902,057	8,139,100	8,383,300	8,634,800	8,893,800
Special Units	913,301	373,704	110,850	110,857	132,077	268,573	270,533	278,600	287,000	295,600	304,500
SWAT/Special Response Team	124,032	148,476	118,176	118,176	79,037	70,730	70,730	72,900	75,100	77,400	79,700
Neighborhood Policing Unit (Formerly Crime Prevention)	1,114,361	1,195,099	1,371,776	1,398,931	1,377,544	1,328,064	1,353,865	1,394,500	1,436,300	1,479,400	1,523,800
Contracted Services (Extra Duty, offset by Revenue)	951,870	1,033,057	775,000	775,000	868,596	775,000	775,000	775,000	775,000	775,000	775,000
Community Safety Resource Team (CSRT)	421,180	403,968	389,286	393,609	407,732	478,116	484,226	498,800	513,800	529,200	545,100
Training	286,671	843,556	799,837	826,992	742,295	812,777	833,722	858,700	884,500	911,000	938,300
Traffic Policing	869,386	928,309	1,313,271	1,317,593	1,245,060	955,384	967,924	997,000	1,026,900	1,057,700	1,089,400
Property Room	249,181	276,447	281,262	281,262	282,550	314,888	321,692	331,300	341,200	351,400	361,900
Reimbursements	301,055	356,392	109,905	114,227	131,534	64,650	64,650	66,600	68,600	70,700	72,800
Emergency Management	72,620	51,141	38,040	38,040	38,040	39,640	39,640	40,800	42,000	43,300	44,600
Animal Control	280,958	324,810	304,834	342,327	347,412	356,269	370,905	382,000	393,500	405,300	417,500
Road & Street/Camera Enforcement	385,906	386,095	390,000	390,000	300,000	390,000	390,000	390,000	390,000	390,000	390,000
Non-Departmental	127,456	121,530	133,960	133,960	133,960	136,925	136,925	993,806	1,054,006	1,027,406	1,064,906
Citywide	127,456	121,530	133,960	133,960	133,960	136,925	136,925	141,000	145,200	149,600	154,100
IT 6-Year Strategic Plan & Fleet/Equip Reserves	-	-	-	-	-	-	-	852,806	908,806	877,806	910,806
Interfund Transfers	1,791,977	1,983,711	1,877,774	1,877,210	1,813,525	1,865,396	1,871,056	1,934,893	2,004,956	2,080,656	2,158,756
Transfer to Fund 101 Street O&M	1,358,130	1,512,108	1,402,118	1,400,723	1,337,038	1,381,902	1,390,574	1,450,187	1,523,787	1,599,487	1,677,587
Transfer to Fund 105/190 Abatement Program	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
Transfer to Fund 201 GO Bond Debt Service	398,847	436,603	440,656	441,487	441,487	448,494	445,482	449,706	446,169	446,169	446,169
Subtotal Operating Expenditures	\$37,491,270	\$38,528,437	\$38,983,209	\$39,923,781	\$38,251,191	38,296,884	\$39,204,746	\$41,282,699	\$42,455,762	\$43,744,162	\$44,962,462
% Expenditure Change over Prior Year	6.22%	2.77%	1.18%	3.62%	-0.72%	0.12%	2.37%	5.30%	2.84%	3.03%	2.79%
OPERATING INCOME (LOSS)	3,248,745	3,765,635	601,641	164,142	(1,874,062)	1,516	913,658	(391,671)	(766,998)	(1,237,398)	(1,614,498)
As a % of Operating Expenditures	8.67%	9.77%	1.54%	0.41%	-4.90%	0.00%	2.33%	-0.95%	-1.81%	-2.83%	-3.59%

	2018 Annual Actual	2019 Annual Actual	2020 Original Budget	2020 Revised Budget	2020 YND Est	2021 Proposed	2022 Proposed	2023 Projected	2024 Projected	2025 Projected	2026 Projected
(001) GENERAL FUND-continued											
OTHER FINANCING SOURCES:											
Grants, Donations/Contrib, 1-Time	423,455	544,035	140,750	720,463	600,223	100,250	100,250	100,250	100,250	100,250	100,250
Contributions/Donations/Other	171,941	97,102	140,750	140,750	20,510	100,250	100,250	100,250	100,250	100,250	100,250
Grants	251,514	446,933	-	579,713	579,713	-	-	-	-	-	-
Transfers In	16,000	-	-	-	-	-	-	-	-	-	-
Transfer In - Fund 501 Fleet & Equipment	16,000	-	-	-	-	-	-	-	-	-	-
Subtotal Other Financing Sources	\$439,455	\$544,035	\$140,750	\$720,463	\$600,223	\$100,250	\$100,250	\$100,250	\$100,250	\$100,250	\$100,250
OTHER FINANCING USES:											
Capital & Other 1-Time	1,756,983	1,620,058	174,826	1,601,782	1,601,784	185,657	137,026	233,750	238,750	213,750	148,750
Municipal Court	78,647	94,366	9,240	131,752	131,752	8,800	8,279	-	-	-	-
City Council	4,218	-	-	-	-	-	-	-	-	-	-
City Manager	9,817	25,796	2,217	17,830	17,830	17,131	2,005	-	-	-	-
Administrative Services	21,310	32,136	11,371	42,702	42,702	8,190	7,704	-	-	-	-
City-Wide COVID-19 Grants	-	-	-	-	-	-	-	-	-	-	-
IT 6-Year Strategic Plan & I/S Charges to be Allocated	-	-	-	-	-	-	-	233,750	238,750	213,750	148,750
Legal/Clerk	165,623	57,002	9,240	71,138	71,138	8,825	8,302	-	-	-	-
Community & Economic Development	249,841	600,928	46,289	527,735	527,735	14,664	13,795	-	-	-	-
Parks, Recreation & Community Services	38,310	102,495	10,718	301,848	301,849	40,262	14,358	-	-	-	-
Police	1,189,217	707,335	85,751	508,777	508,778	87,785	82,583	-	-	-	-
Interfund Transfers	2,235,910	1,663,097	956,417	1,045,795	1,230,795	880,000	745,465	895,000	895,000	895,000	710,000
Transfer Out - Fund 101 Street	-	-	76,417	243,119	243,119	-	-	-	-	-	-
Transfer Out - Fund 105 Property Abatement/RHSP	215,000	50,000	50,000	50,000	50,000	50,000	50,000	-	-	-	-
Transfer Out - Fund 106 Public Art	-	100,000	-	-	-	-	-	65,000	65,000	65,000	65,000
Transfer Out - Fund 192 SSMCP	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Transfer Out - Fund 301 Parks CIP	925,275	479,300	80,000	282,129	467,129	80,000	212,500	80,000	80,000	80,000	80,000
Transfer Out - Fund 302 Transportation CIP	1,045,635	983,797	700,000	393,547	393,547	700,000	432,965	700,000	700,000	700,000	515,000
Transfer Out - Fund 311 Sewer	-	-	-	27,000	27,000	-	-	-	-	-	-
Subtotal Other Financing Uses	\$3,992,893	\$3,283,155	\$1,131,243	\$2,647,577	\$2,832,579	\$1,065,657	\$882,491	\$1,128,750	\$1,133,750	\$1,108,750	\$858,750
Total Revenues and Other Sources	\$41,179,470	\$42,838,107	\$39,725,600	\$40,808,386	\$36,977,352	\$38,398,650	\$40,218,654	\$40,991,278	\$41,789,014	\$42,607,014	\$43,448,214
Total Expenditures and other Uses	\$41,484,163	\$41,811,592	\$40,114,458	\$42,571,357	\$41,083,770	\$39,362,541	\$40,087,236	\$42,411,449	\$43,589,512	\$44,852,912	\$45,821,212
Beginning Fund Balance:	\$9,152,227	\$8,847,534	\$5,256,028	\$9,874,049	\$9,874,049	\$5,767,631	\$4,803,740	\$4,935,158	\$3,514,987	\$1,714,489	(\$531,409)
Ending Fund Balance:	\$8,847,534	\$9,874,049	\$4,867,170	\$8,111,078	\$5,767,631	\$4,803,740	\$4,935,158	\$3,514,987	\$1,714,489	(\$531,409)	(\$2,904,407)
Ending Fund Balance as a % of Gen/Street Operating Rev	21.2%	22.8%	12.0%	19.8%	15.4%	12.2%	12.0%	8.4%	4.0%	-1.2%	-6.5%
Reserve - Total Target 12% of Gen/Street Operating Rev	\$5,011,691	\$5,194,795	\$4,867,170	\$4,927,539	\$4,480,167	\$4,711,237	\$4,935,158	\$5,027,873	\$5,123,601	\$5,221,761	\$5,322,705
2% Contingency Reserves	\$835,282	\$865,799	\$811,195	\$821,256	\$746,695	\$785,206	\$822,526	\$837,979	\$853,933	\$870,293	\$887,117
5% General Fund Reserves	\$2,088,205	\$2,164,498	\$2,027,988	\$2,053,141	\$1,866,736	\$1,963,016	\$2,056,316	\$2,094,947	\$2,134,834	\$2,175,734	\$2,217,794
5% Strategic Reserves	\$2,088,205	\$2,164,498	\$2,027,988	\$2,053,141	\$1,866,736	\$1,963,016	\$2,056,316	\$2,094,947	\$2,134,834	\$2,175,734	\$2,217,794
Unreserved / (12% Adopted Reserves Shortfall):	\$3,835,843	\$4,679,253	\$0	\$3,183,539	\$1,287,464	\$92,503	\$0	(\$1,512,885)	(\$3,409,112)	(\$5,753,170)	(\$8,227,112)

	2018 Annual Actual	2019 Annual Actual	2020 Original Budget	2020 Revised Budget	2020 YND Est	2021 Proposed	2022 Proposed	2023 Projected	2024 Projected	2025 Projected	2026 Projected
FUND 101 STREET OPERATIONS & MAINTENANCE											
<i>REVENUES:</i>											
Permits	164,062	154,287	111,500	111,500	114,600	106,500	152,500	152,500	152,500	152,500	152,500
Engineering Review Fees	-	-	1,000	1,000	1,000	-	-	-	-	-	-
Motor Vehicle Fuel Tax	860,015	841,601	862,400	862,400	842,000	855,410	855,410	855,410	855,410	855,410	855,410
Subtotal Operating Revenues	\$ 1,024,077	\$ 995,888	\$ 974,900	\$ 974,900	\$ 957,600	\$ 961,910	\$ 1,007,910	\$ 1,007,910	\$ 1,007,910	\$ 1,007,910	\$ 1,007,910
<i>EXPENDITURES:</i>											
Street Lighting	327,973	367,112	397,484	413,431	337,210	337,210	337,210	347,300	357,700	368,400	379,500
Traffic Control Devices	410,756	386,439	413,844	421,344	420,220	430,523	431,508	444,500	457,800	471,500	485,600
Snow & Ice Response	33,840	5,446	30,500	45,500	45,500	45,500	45,500	46,900	48,300	49,700	51,200
Road & Street Preservation	1,562,423	1,633,811	1,535,189	1,563,027	1,576,889	1,514,152	1,568,811	1,615,900	1,664,400	1,714,300	1,765,700
Subtotal Operating Expenditures	\$2,334,992	\$2,392,808	\$2,377,017	\$2,443,302	\$2,379,819	\$2,327,385	2,383,029	\$2,458,097	\$2,531,697	\$2,607,397	\$2,685,497
OPERATING INCOME (LOSS)	(\$1,310,915)	(\$1,396,920)	(\$1,402,117)	(\$1,468,402)	(\$1,422,219)	(\$1,365,475)	(\$1,375,119)	(\$1,450,187)	(\$1,523,787)	(\$1,599,487)	(\$1,677,587)
<i>OTHER FINANCING SOURCES:</i>											
Donations/Contributions	200	-	-	-	-	-	-	-	-	-	-
Judgments, Settlements/Miscellaneous	536	589	-	-	-	-	-	-	-	-	-
Permits Deposits for Professional Services	-	-	2,500	2,500	-	-	-	-	-	-	-
Transfer In From General Fund	1,358,130	1,512,108	1,478,535	1,643,842	1,580,157	1,381,902	\$1,390,574	1,450,187	1,523,787	1,599,487	1,677,587
Subtotal Other Financing Sources	\$1,358,866	\$1,512,697	\$1,481,035	\$1,646,342	\$1,580,157	1,381,902	\$1,390,574	\$1,450,187	\$1,523,787	\$1,599,487	\$1,677,587
<i>OTHER FINANCING USES:</i>											
Grants/Other	5,551	-	-	-	-	-	-	-	-	-	-
Building, Vehicles, Equipment	53,704	110,987	63,917	167,727	162,727	16,428	15,454	-	-	-	-
Construction - Traffic Control	-	-	15,000	15,000	-	-	-	-	-	-	-
Subtotal Other Financing Uses	\$59,256	\$110,987	\$78,917	\$182,727	\$162,727	\$16,428	\$15,454	\$0	\$0	\$0	\$0
Total Revenues and Other Sources	\$2,382,943	\$2,508,585	\$2,455,935	\$2,621,242	\$2,537,757	\$2,343,812	\$2,398,484	\$2,458,097	\$2,531,697	\$2,607,397	\$2,685,497
Total Expenditures and other Uses	\$2,394,248	\$2,503,796	\$2,455,934	\$2,626,028	\$2,542,545	\$2,343,812	\$2,398,483	\$2,458,097	\$2,531,697	\$2,607,397	\$2,685,497
Beginning Fund Balance:	\$11,305	\$0	\$0	\$4,789	\$4,789	\$0	\$0	\$0	\$0	\$0	\$0
Ending Fund Balance:	\$0	\$4,789	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

	2018 Annual Actual	2019 Annual Actual	2020 Original Budget	2020 Revised Budget	2020 YND Est	2021 Proposed	2022 Proposed	2023 Projected	2024 Projected	2025 Projected	2026 Projected
FUND 102 REAL ESTATE EXCISE TAX											
<i>REVENUES:</i>											
Real Estate Excise Tax	2,695,355	2,994,634	1,700,000	1,700,000	1,960,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000
Interest Earnings	14,061	7,380	-	-	2,795	-	-	-	-	-	-
Transfer In - Fund 301 Parks CIP		-	-	100,000	100,000	-	-				
Total Revenue	\$2,709,416	\$3,002,014	\$1,700,000	\$1,800,000	\$2,062,795	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000
<i>EXPENDITURES:</i>											
Transfer Out - Fund 201 GO Bond Debt Service	-	164,000	810,000	1,110,000	540,900	1,240,900	1,242,400	1,242,400	1,242,400	1,242,400	1,242,400
Transfer Out - Fund 301 Parks CIP	358,525	1,443,130	-	519,589	519,589	158,000	624,500	-	-	-	-
Transfer Out - Fund 302 Transportation CIP	2,592,298	1,304,031	890,000	670,681	1,262,481	679,295	-	337,565	369,565	431,565	467,565
Total Expenditures	\$2,950,823	\$2,911,161	\$1,700,000	\$2,300,270	\$2,322,970	\$2,078,195	\$1,866,900	\$1,579,965	\$1,611,965	\$1,673,965	\$1,709,965
Beginning Fund Balance:	\$950,823	\$709,416	\$0	\$800,269	\$800,269	\$540,095	\$261,900	\$195,000	\$415,035	\$603,070	\$729,105
Ending Fund Balance:	\$709,416	\$800,270	\$0	\$300,000	\$540,095	\$261,900	\$195,000	\$415,035	\$603,070	\$729,105	\$819,140

	2018 Annual Actual	2019 Annual Actual	2020 Original Budget	2020 Revised Budget	2020 YND Est	2021 Proposed	2022 Proposed	2023 Projected	2024 Projected	2025 Projected	2026 Projected
FUND 103 LAKEWOOD TRANSPORTATION BENEFIT DISTRICT											
<i>REVENUES:</i>											
\$20 Vehicle License Fee (Net of State Admin Fee)	835,710	830,684	814,000	-	835,000	835,000	835,000	835,000	835,000	835,000	835,000
Interest Earnings	3,906	3,447	-	-	-	-	-	-	-	-	-
Total Revenue	\$839,617	\$834,131	\$814,000	\$0	\$835,000	\$835,000	\$835,000	\$835,000	\$835,000	\$835,000	\$835,000
<i>EXPENDITURES:</i>											
Transfer to Fund 302 Transportation Capital	841,797	923,000	814,000	52,457	247,457	-	640,000	-	-	-	-
Total Expenditures	\$841,797	\$923,000	\$814,000	\$52,457	\$247,457	\$0	\$640,000	\$0	\$0	\$0	\$0
Beginning Fund Balance:	\$143,506	\$141,325	\$0	\$52,457	\$52,457	\$640,000	\$1,475,000	\$1,670,000	\$2,505,000	\$3,340,000	\$4,175,000
Ending Fund Balance:	\$141,325	\$52,457	\$0	\$0	\$640,000	\$1,475,000	\$1,670,000	\$2,505,000	\$3,340,000	\$4,175,000	\$5,010,000

	2018 Annual Actual	2019 Annual Actual	2020 Original Budget	2020 Revised Budget	2020 YND Est	2021 Proposed	2022 Proposed	2023 Projected	2024 Projected	2025 Projected	2026 Projected
FUND 104 HOTEL/MOTEL LODGING TAX											
<i>REVENUES:</i>											
Special Hotel/Motel Lodging Tax (5%)	\$767,251	\$774,671	\$571,429	\$571,429	\$571,429	\$571,429	\$714,286	\$714,286	\$714,286	\$714,286	\$714,286
Transient Rental income Tax (2%)	288,084	317,282	228,571	228,571	228,571	228,571	285,714	285,714	285,714	285,714	285,714
Interest Earnings	22,883	22,666	-	-	10,000	-	-	-	-	-	-
Total Revenues	\$1,078,218	\$1,114,619	\$800,000	\$800,000	\$810,000	\$800,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
<i>EXPENDITURES:</i>											
Lodging Tax Programs	470,793	540,352	800,000	662,250	662,250	672,250	800,000	1,000,000	1,000,000	1,000,000	1,000,000
Lodging Tax Programs-Transfer Out to Fund 301 Parks CIP	955,461	178,836	-	461,034	461,034	-	-	-	-	-	-
Total Expenditures	\$1,426,254	\$719,189	\$800,000	\$1,123,284	\$1,123,284	\$672,250	\$800,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Beginning Fund Balance:	\$1,513,240	\$1,165,206	\$800,000	\$1,560,637	\$1,560,637	\$1,247,353	\$1,375,103	\$1,575,103	\$1,575,103	\$1,575,103	\$1,575,103
Ending Fund Balance (earmarked for next year's grant awards)	\$1,165,206	\$1,560,637	\$800,000	\$1,237,353	\$1,247,353	\$1,375,103	\$1,575,103	\$1,575,103	\$1,575,103	\$1,575,103	\$1,575,103

	2018 Annual Actual	2019 Annual Actual	2020 Original Budget	2020 Revised Budget	2020 YND Est	2021 Proposed	2022 Proposed	2023 Projected	2024 Projected	2025 Projected	2026 Projected
FUND 105 PROPERTY ABATEMENT & RENTAL HOUSING SAFETY PROGRAM											
REVENUES:											
Abatement Program:	542,897	238,946	130,500	130,500	130,500	147,000	102,675	77,500	140,000	450,000	285,000
Abatement Charges	257,467	138,739	60,000	60,000	60,000	77,000	61,175	37,000	75,000	350,000	200,000
Interest Earnings	35,430	36,581	10,500	10,500	10,500	35,000	6,500	5,500	30,000	65,000	50,000
Judgments & Settlements/Other Misc	-	3,625	-	-	-	-	-	-	-	-	-
Transfer In - Fund 001 General	250,000	60,000	60,000	60,000	60,000	35,000	35,000	35,000	35,000	35,000	35,000
Rental Housing Safety Program:	59,911	230,307	198,300	198,300	198,300	225,000	225,000	150,800	150,800	150,800	150,800
Transfer In - Fund 001 General	-	25,000	25,000	25,000	25,000	50,000	50,000	-	-	-	-
Rental Housing Safety Program Fees	59,911	205,307	173,300	173,300	173,300	175,000	175,000	150,800	150,800	150,800	150,800
1406 Affordable Housing Program	-	-	-	48,849	48,849	97,571	97,571	98,000	98,000	98,000	98,000
Sales Tax	-	-	-	48,849	48,849	97,571	97,571	98,000	98,000	98,000	98,000
Total Revenues	\$602,808	\$469,253	\$328,800	\$377,649	\$377,649	\$469,571	\$425,246	\$326,300	\$388,800	\$698,800	\$533,800
EXPENDITURES:											
Abatement	221,716	132,474	130,500	701,284	701,284	147,000	102,675	77,500	140,000	450,000	285,000
Rental Housing Safety Program	159,809	199,841	198,300	233,333	233,333	225,000	225,000	150,800	150,800	150,800	150,800
1406 Affordable Housing Program	-	-	-	48,849	48,849	97,571	97,571	98,000	98,000	98,000	98,000
Total Expenditures	\$381,525	\$332,315	\$328,800	\$983,466	\$983,466	\$469,571	\$425,246	\$326,300	\$388,800	\$698,800	\$533,800
Beginning Fund Balance:	\$247,597	\$468,879	\$0	\$605,817	\$605,817	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)
Ending Fund Balance:	\$468,879	\$605,817	\$0	\$0	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)
Abatement Program	\$464,312	\$570,784	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rental Housing Safety Program	\$4,567	\$35,033	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
1406 Affordable Housing Program	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

	2018 Annual Actual	2019 Annual Actual	2020 Original Budget	2020 Revised Budget	2020 YND Est	2021 Proposed	2022 Proposed	2023 Projected	2024 Projected	2025 Projected	2026 Projected
FUND 106 PUBLIC ART											
REVENUES:											
Interest Earnings	348	893	-	-	-	-	-	-	-	-	-
Facility Rentals	24,000	21,000	15,000	15,000	-	7,500	15,000	15,000	15,000	15,000	15,000
Transfer In - Fund 001 General	-	100,000	-	-	-	-	-	65,000	65,000	65,000	65,000
Total Revenues	\$24,348	\$121,893	\$15,000	\$15,000	\$0	\$7,500	\$15,000	\$80,000	\$80,000	\$80,000	\$80,000
EXPENDITURES:											
Arts Commission Programs	610	-	2,000	4,000	4,000	2,000	2,000	2,000	2,000	2,000	2,000
Public Art	18,450	4,000	13,000	153,778	138,778	5,500	13,000	78,000	78,000	78,000	78,000
Total Expenditures	\$19,061	\$4,000	\$15,000	\$157,778	\$142,778	\$7,500	\$15,000	\$80,000	\$80,000	\$80,000	\$80,000
Beginning Fund Balance:	\$19,597	\$24,885	\$0	\$142,778	\$142,778	\$0	\$0	\$0	\$0	\$0	\$0
Ending Fund Balance:	\$24,885	\$142,778	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

	2018 Annual Actual	2019 Annual Actual	2020 Original Budget	2020 Revised Budget	2020 YND Est	2021 Proposed	2022 Proposed	2023 Projected	2024 Projected	2025 Projected	2026 Projected
FUND 180 NARCOTICS SEIZURE											
<i>REVENUES:</i>											
Forfeitures	172,938	123,275	70,000	70,000	18,000	-	-	-	-	-	-
Law Enforcement Contracts	27,557	38,171	-	-	12,000	-	-	-	-	-	-
Interest Earnings	4,712	6,098	-	-	-	-	-	-	-	-	-
Total Revenues	\$205,207	\$167,544	\$70,000	\$70,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0
<i>EXPENDITURES:</i>											
Investigations /Predictive Policing	154,707	201,584	70,000	352,319	192,321	-	-	-	-	-	-
Capital Purchases	18,901	-	-	-	-	120,000	-	-	-	-	-
Total Expenditures	\$173,608	\$201,584	\$70,000	\$352,319	\$192,321	\$120,000	\$0	\$0	\$0	\$0	\$0
Beginning Fund Balance:	\$284,762	\$316,361	\$0	\$282,321	\$282,321	\$120,000	\$0	\$0	\$0	\$0	\$0
Ending Fund Balance:	\$316,361	\$282,321	\$0	\$0	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0

	2018 Annual Actual	2019 Annual Actual	2020 Original Budget	2020 Revised Budget	2020 YND Est	2021 Proposed	2022 Proposed	2023 Projected	2024 Projected	2025 Projected	2026 Projected
FUND 181 FELONY SEIZURE											
<i>REVENUES:</i>											
Forfeitures/Misc/Interest	30,841	14,121	-	-	37,000	-	-	-	-	-	-
Total Revenues	\$30,841	\$14,121	\$0	\$0	\$37,000	\$0	\$0	\$0	\$0	\$0	\$0
<i>EXPENDITURES:</i>											
Investigations/Predictive Policing	61,160	21,022	-	8,143	45,143	-	-	-	-	-	-
Total Expenditures	\$61,160	\$21,022	\$0	\$8,143	\$45,143	\$0	\$0	\$0	\$0	\$0	\$0
Beginning Fund Balance:	\$45,363	\$15,044	\$0	\$8,143	\$8,143	\$0	\$0	\$0	\$0	\$0	\$0
Ending Fund Balance:	\$15,044	\$8,143	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

	2018 Annual Actual	2019 Annual Actual	2020 Original Budget	2020 Revised Budget	2020 YND Est	2021 Proposed	2022 Proposed	2023 Projected	2024 Projected	2025 Projected	2026 Projected
FUND 182 FEDERAL SEIZURE											
<i>REVENUES:</i>											
Forfeitures	736	264,203	39,600	39,600	65,000	-	-	-	-	-	-
Total Revenues	\$736	\$264,203	\$39,600	\$39,600	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0
<i>EXPENDITURES:</i>											
Crime Prevention	3,096	4,374	39,600	299,429	204,831	-	-	-	-	-	-
Capital	-	-	-	-	-	120,000	-	-	-	-	-
Transfer Out - General Fund	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	\$3,096	\$4,374	\$39,600	\$299,429	\$204,831	\$120,000	\$0	\$0	\$0	\$0	\$0
Beginning Fund Balance:	\$2,360	\$0	\$0	\$259,829	\$259,829	\$120,000	\$0	\$0	\$0	\$0	\$0
Ending Fund Balance:	\$0	\$259,829	\$0	\$0	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0

	2018 Annual Actual	2019 Annual Actual	2020 Original Budget	2020 Revised Budget	2020 YND Est	2021 Proposed	2022 Proposed	2023 Projected	2024 Projected	2025 Projected	2026 Projected
FUND 190 CDBG											
<i>REVENUES:</i>											
Grants	548,832	843,178	560,000	2,825,006	2,825,006	595,000	595,000	595,000	595,000	595,000	595,000
Interest Earnings	-	6	-	-	-	-	-	-	-	-	-
Miscellaneous/Contributions	-	1,309	-	-	-	-	-	-	-	-	-
Total Revenues	\$548,832	\$844,493	\$560,000	\$2,825,006	\$2,825,006	\$595,000	\$595,000	\$595,000	\$595,000	\$595,000	\$595,000
<i>EXPENDITURES:</i>											
Grants	433,771	348,605	310,000	2,657,732	4,060,956	595,000	595,000	595,000	595,000	595,000	595,000
Transfer Out - Fund 302 Transportation	112,997	486,445	250,000	167,274	167,274	-	-	-	-	-	-
Total Expenditures	\$546,768	\$835,050	\$560,000	\$2,825,006	\$4,228,230	\$595,000	\$595,000	\$595,000	\$595,000	\$595,000	\$595,000
Beginning Fund Balance:	\$1,391,718	\$1,393,781	\$0	\$1,403,224	\$1,403,224	\$0	\$0	\$0	\$0	\$0	\$0
Ending Fund Balance:	\$1,393,781	\$1,403,224	\$0	\$1,403,224	\$0	\$0	\$0	\$0	\$0	\$0	\$0

	2018 Annual Actual	2019 Annual Actual	2020 Original Budget	2020 Revised Budget	2020 YND Est	2021 Proposed	2022 Proposed	2023 Projected	2024 Projected	2025 Projected	2026 Projected
FUND 191 NEIGHBORHOOD STABILIZATION PROGRAM											
<i>REVENUES:</i>											
Grant-NSP 1	-	55,697	-	64,016	64,016	-	-	-	-	-	-
Grant-NSP 3	-	-	-	-	57,505	-	-	-	-	-	-
Abatement Charges	36,982	-	20,700	-	43,740	63,000	37,000	25,000	40,000	75,000	85,000
Abatement Interest	4,721	1,766	4,000	10,000	14,000	15,000	5,000	3,000	5,500	8,000	9,000
Total Revenues	\$41,703	\$57,462	\$24,700	\$74,016	\$179,261	\$78,000	\$42,000	\$28,000	\$45,500	\$83,000	\$94,000
<i>EXPENDITURES:</i>											
Grant-NSP 1	58,540	3,662	24,700	216,450	264,190	78,000	42,000	28,000	45,500	83,000	94,000
Grant-NSP 3	-	-	-	-	57,505	-	-	-	-	-	-
Total Expenditures	\$58,540	\$3,662	\$24,700	\$216,450	\$321,695	\$78,000	\$42,000	\$28,000	\$45,500	\$83,000	\$94,000
Beginning Fund Balance:	\$105,469	\$88,632	\$0	\$142,433	\$142,433	\$0	\$0	\$0	\$0	\$0	\$0
Ending Fund Balance:	\$88,632	\$142,433	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

	2018 Annual Actual	2019 Annual Actual	2020 Original Budget	2020 Revised Budget	2020 YND Est	2021 Proposed	2022 Proposed	2023 Projected	2024 Projected	2025 Projected	2026 Projected
FUND 192 SSMCP (SOUTH SOUND MILITARY COMMUNITIES PARTNERSHIP)											
REVENUES:											
Grants	1,464,107	241,825	-	7,304,317	7,304,317	-	-	-	-	-	-
Partner Participation	182,510	182,400	227,100	180,850	180,850	177,500	177,500	177,500	177,500	177,500	177,500
Misc/Other	336	1	-	-	-	-	-	-	-	-	-
Transfer In From Fund 001 General	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Total Revenues	\$1,696,953	\$474,227	\$277,100	\$7,535,167	\$7,535,167	\$227,500	\$227,500	\$227,500	\$227,500	\$227,500	\$227,500
EXPENDITURES:											
OEA/SSMCP	1,717,761	494,496	277,100	7,588,599	7,588,599	227,500	227,500	227,500	227,500	227,500	227,500
Transfer To Fund 001 General											
Total Expenditures	\$1,717,761	\$494,496	\$277,100	\$7,588,599	\$7,588,599	\$227,500	\$227,500	\$227,500	\$227,500	\$227,500	\$227,500
Beginning Fund Balance:	\$94,508	\$73,700	\$0	\$53,431	\$53,431	\$0	\$0	\$0	\$0	\$0	\$0
Ending Fund Balance:	\$73,700	\$53,431	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

	2018 Annual Actual	2019 Annual Actual	2020 Original Budget	2020 Revised Budget	2020 YND Est	2021 Proposed	2022 Proposed	2023 Projected	2024 Projected	2025 Projected	2026 Projected
FUND 195 PUBLIC SAFETY GRANTS											
REVENUES:											
Grants	133,427	317,474	130,037	440,538	440,538	132,328	132,328	-	-	-	-
Total Revenues	\$133,427	\$317,474	\$130,037	\$440,538	\$440,538	\$132,328	\$132,328	\$0	\$0	\$0	\$0
EXPENDITURES:											
Grants	133,427	317,473	130,037	440,538	440,538	132,328	132,328	-	-	-	-
Total Expenditures	\$133,427	\$317,473	\$130,037	\$440,538	\$440,538	\$132,328	\$132,328	\$0	\$0	\$0	\$0
Beginning Fund Balance:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Ending Fund Balance:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

	2018 Annual Actual	2019 Annual Actual	2020 Original Budget	2020 Revised Budget	2020 YND Est	2021 Proposed	2022 Proposed	2023 Projected	2024 Projected	2025 Projected	2026 Projected
FUND 201 GENERAL OBLIGATION BOND DEBT SERVICE											
REVENUES:											
Transfer-In From Fund 001 General	398,847	436,603	440,656	441,487	441,487	449,921	447,538	449,706	446,169	446,169	446,169
Transfer-In From Fund 102 REET	-	164,000	810,000	1,110,000	540,900	1,240,900	1,242,400	1,242,400	1,242,400	1,242,400	1,242,400
Total Revenues	\$398,847	\$600,603	\$1,250,656	\$1,551,487	\$982,387	\$1,690,821	\$1,689,938	\$1,692,106	\$1,688,569	\$1,688,569	\$1,688,569
EXPENDITURES:											
Principal & Interest - 59th Avenue	77,000	77,000	77,000	77,000	77,000	77,000	77,000	77,000	77,000	77,000	77,000
Principal & Interest - Police Station - 2009/2016	129,750	-	-	-	-	-	-	-	-	-	-
Principal & Interest - Police Station - 2016 LTGO	36,947	210,181	209,006	209,006	209,006	212,594	210,706	213,581	210,981	210,981	210,981
Principal & Interest - LOCAL LED Streetlight	155,150	155,025	154,650	154,650	155,481	160,327	159,832	159,125	158,188	158,188	158,188
Principle & Interest - Transportation Bond - 2019 LTGO	-	158,396	810,000	1,110,831	540,900	1,240,900	1,242,400	1,242,400	1,242,400	1,242,400	1,242,400
Total Expenditures	\$398,847	\$600,603	\$1,250,656	\$1,551,487	\$982,387	\$1,690,821	\$1,689,938	\$1,692,106	\$1,688,569	\$1,688,569	\$1,688,569
Beginning Fund Balance:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Ending Fund Balance:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

	2018 Annual Actual	2019 Annual Actual	2020 Original Budget	2020 Revised Budget	2020 YND Est	2021 Proposed	2022 Proposed	2023 Projected	2024 Projected	2025 Projected	2026 Projected
FUND 202 LOCAL IMPROVEMENT DISTRICT (LID) DEBT SERVICE											
REVENUES:											
Interest	541	1,876	-	-	-	-	-	-	-	-	-
Assessments	255,548	201,429	203,500	175,521	175,521	268,920	247,774	238,731	221,505	145,327	91,294
LID 1109 Bond Proceeds for Admin Fees (Fund 302)	-	-	-	17,730	17,730	-	-	-	-	-	-
Total Revenues	\$256,089	\$203,305	\$203,500	\$193,251	\$193,251	\$268,920	\$247,774	\$238,731	\$221,505	\$145,327	\$91,294
EXPENDITURES:											
Combined LID 1101/1103	122,233	167,641	128,100	145,097	145,097	109,833	950	950	950	950	950
LID 1108	71,065	68,293	75,400	65,521	65,521	62,749	59,977	10,462	-	-	-
LID 1109	-	-	-	17,730	17,730	96,338	94,686	92,712	90,738	88,764	86,790
Total Expenditures	193,298	235,934	203,500	228,348	228,348	268,920	155,613	\$11,412	\$950	\$950	\$950
Beginning Fund Balance:	\$4,935	\$67,726	\$0	\$35,097	\$35,097	\$0	\$0	\$92,161	\$319,480	\$540,035	\$684,412
Ending Fund Balance:	\$67,726	\$35,097	\$0	\$0	\$0	\$0	\$92,161	\$319,480	\$540,035	\$684,412	\$774,756

	2018 Annual Actual	2019 Annual Actual	2020 Original Budget	2020 Revised Budget	2020 YND Est	2021 Proposed	2022 Proposed	2023 Projected	2024 Projected	2025 Projected	2026 Projected
FUND 204 SEWER PROJECT DEBT SERVICE											
REVENUES:											
Sewer Charges (4.75% Sewer Surcharge)	673,891	822,295	765,000	765,000	765,000	785,000	805,000	825,000	845,000	865,000	885,000
Interest Earnings/Other	15,110	20,829	23,477	23,477	23,477	6,600	9,200	5,200	1,300	1,300	1,300
Sanitary Side Sewer Connection Home Loan Repayment	14,434	7,767	-	-	8,044	8,881	20,058	20,058	21,457	12,230	12,039
Total Revenues	\$703,436	\$850,891	\$788,477	\$788,477	\$796,521	\$800,481	\$834,258	\$850,258	\$867,757	\$878,530	\$898,339
EXPENDITURES:											
Principal & Interest	487,491	485,023	482,554	482,554	482,554	480,086	477,618	475,150	472,682	440,498	438,327
Transfer To Fund 311 Sewer Capital	68,995	987,000	55,000	55,000	55,000	190,000	50,000	1,130,000	50,000	50,000	50,000
Total Expenditures	556,486	1,472,023	537,554	537,554	\$537,554	\$670,086	\$527,618	\$1,605,150	\$522,682	\$490,498	\$488,327
Beginning Fund Balance:	\$793,502	\$940,452	\$290,852	\$319,321	\$319,321	\$578,288	\$708,683	\$1,015,323	\$260,431	\$605,506	\$993,538
Ending Fund Balance:	\$940,452	\$319,321	\$541,775	\$570,244	\$578,288	\$708,683	\$1,015,323	\$260,431	\$605,506	\$993,538	\$1,403,550

	2018 Annual Actual	2019 Annual Actual	2020 Original Budget	2020 Revised Budget	2020 YND Est	2021 Proposed	2022 Proposed	2023 Projected	2024 Projected	2025 Projected	2026 Projected
FUND 251 LOCAL IMPROVEMENT DISTRICT (LID) GUARANTY DEBT SERVICE											
REVENUES:											
Interest Earnings	2,760	2,606	-	-	-	-	-	-	-	-	-
Total Revenues	\$2,760	\$2,606	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
EXPENDITURES:											
Transfer Out - Fund 001 General	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Beginning Fund Balance:	\$126,928	\$129,688	\$127,047	\$132,294	\$132,294	\$132,294	\$132,294	\$132,294	\$132,294	\$132,294	\$132,294
Ending Fund Balance:	\$129,688	\$132,294	\$127,047	\$132,294	\$132,294	\$132,294	\$132,294	\$132,294	\$132,294	\$132,294	\$132,294

	2018 Annual Actual	2019 Annual Actual	2020 Original Budget	2020 Revised Budget	2020 YND Est	2021 Proposed	2022 Proposed	2023 Projected	2024 Projected	2025 Projected	2026 Projected
FUND 301 PARKS CAPITAL											
<i>REVENUES:</i>											
Grants	25,000	714,360	2,850,000	3,934,911	3,934,911	-	-	-	-	-	-
Motor Vehicle Excise Tax for Paths & Trails	-	4,978	-	-	-	-	-	-	-	-	-
Funds Anticipated	-	-	-	-	-	332,000	2,518,000	230,000	115,000	115,000	-
Interest Earnings	12,988	33,800	-	-	-	-	-	-	-	-	-
Contributions/Donations/Utility & Developers	162,250	208,974	-	30,000	30,000	-	-	-	-	-	-
Transfer In From Fund 001 General	945,684	479,300	80,000	282,129	467,129	80,000	212,500	80,000	80,000	80,000	80,000
Transfer In From Fund 102 REET	358,525	1,443,130	-	519,589	519,589	158,000	624,500	-	-	-	-
Transfer In From Fund 104 Hotel/Motel Lodging Tax	955,461	178,836	-	461,034	461,034	-	-	-	-	-	-
Transfer In From Fund 302 Transportation CIP	-	5,087	-	-	-	-	-	-	-	-	-
Transfer In From Fund 401 Surface Water Mgmt	248,150	131,537	50,000	206,277	206,277	-	-	-	-	-	-
Transfer In - Fund 502 Property Management	-	50,000	-	-	-	-	-	-	-	-	-
Total Revenues	\$2,708,058	\$3,250,004	\$2,980,000	\$5,433,940	\$5,618,940	\$570,000	\$3,355,000	\$310,000	\$195,000	\$195,000	\$80,000
<i>EXPENDITURES:</i>											
Capital	2,208,952	2,025,972	3,860,000	8,035,876	8,235,497	570,000	3,355,000	310,000	195,000	195,000	80,000
Transfer to Fund 102 REET	-	-	-	100,000	100,000						
Total Expenditures	\$2,208,952	\$2,025,972	\$3,860,000	\$8,135,876	\$8,335,497	\$570,000	\$3,355,000	\$310,000	\$195,000	\$195,000	\$80,000
Beginning Fund Balance:	\$993,419	\$1,492,525	\$880,000	\$2,716,557	\$2,716,557	\$0	\$0	\$0	\$0	\$0	\$0
Ending Fund Balance:	\$1,492,525	\$2,716,557	\$0	\$14,621	\$0	\$0	\$0	\$0	\$0	\$0	\$0

	2018 Annual Actual	2019 Annual Actual	2020 Original Budget	2020 Revised Budget	2020 YND Est	2021 Proposed	2022 Proposed	2023 Projected	2024 Projected	2025 Projected	2026 Projected
FUND 302 TRANSPORTATION CAPITAL PROJECT											
<i>REVENUES:</i>											
Motor Vehicle Excise Tax	351,274	338,774	350,000	350,000	340,720	344,330	330,560	330,560	330,560	330,560	330,560
State Transportation Package - Multi-Modal Distribution	83,416	82,162	82,400	82,400	82,400	80,440	79,240	79,240	79,240	79,240	79,240
State Transportation Package - Increased Gas Tax (MVET)	72,990	71,893	72,300	72,300	72,300	70,235	69,635	69,635	69,635	69,635	69,635
Traffic Mitigation Fees	-	103,505	-	-	-						
Pavement Degradation Fees	-	52,741	-	-	25,000						
Grants	7,837,710	1,421,106	1,675,000	4,500,967	4,500,967	4,786,400	4,859,598	-	-	-	-
Contributions from Utilities/Developers/Partners	23,013	179,351	-	-	-	150,302	-	-	-	-	-
LID Financing	-	-	-	922,757	922,757	-	-	-	-	-	-
Proceeds from Sale of Asset/Street Vacation	40,102	200,000	-	-	-	-	-	-	-	-	-
Interest/Other	28,074	136,879	-	-	-	-	-	-	-	-	-
Interfund Loan From Fleet & Equipment Reserves	374,426	-	-	-	-	-	-	-	-	-	-
GO Bond Proceeds	-	8,055,905	6,000,000	3,000,000	3,000,000	6,600,000	-	-	-	-	-
Transfer In - Fund 001 General	1,045,635	983,797	700,000	512,000	393,547	700,000	432,965	700,000	700,000	700,000	515,000
Transfer In - Fund 102 REET	2,592,298	1,304,031	890,000	552,228	1,262,481	679,295	-	337,565	369,565	431,565	467,565
Transfer In - Fund 103 TBD	841,797	923,000	814,000	52,457	247,457	-	640,000	-	-	-	-
Transfer In - Fund 190 CDBG	112,997	486,445	250,000	167,273	167,273	-	-	-	-	-	-
Transfer In - Fund 401 SWM	1,451,101	788,275	1,870,000	2,842,126	2,964,056	1,575,000	3,000,000	-	-	-	-
Total Revenues	\$14,854,833	\$15,127,864	\$12,703,700	\$13,054,508	\$13,978,958	\$14,986,002	\$9,411,998	\$1,517,000	\$1,549,000	\$1,611,000	\$1,462,000
<i>EXPENDITURES:</i>											
Capital Projects	13,820,382	7,256,185	14,320,000	22,250,092	23,266,074	15,732,002	9,411,998	1,517,000	1,549,000	1,611,000	1,462,000
Debt Issue Cost	-	55,881	-	-	-	-	-	-	-	-	-
Transfer Out - Fund 301 Parks CIP	20,409	5,087			-						
Transfer Out - Fund 201 GO Bond Debt Service	-	-	-	17,730	17,730						
Transfer Out - Fund 401 SWM	-	-	-	241,840	241,840	-	-	-	-	-	-
Intefund Loan Repayment	-	-	-	880,204	880,204	-	-	-	-	-	-
Total Expenditures	\$13,840,791	\$7,317,153	\$14,320,000	\$23,389,866	\$24,405,848	\$15,732,002	\$9,411,998	\$1,517,000	\$1,549,000	\$1,611,000	\$1,462,000
Beginning Fund Balance:	\$2,529,384	\$3,543,426	\$2,493,570	\$11,340,593	\$11,354,136	\$927,246	\$181,246	\$181,246	\$181,246	\$181,246	\$181,246
Ending Fund Balance:	\$3,543,426	\$11,354,136	\$877,270	\$1,005,236	\$927,246	\$181,246	\$181,246	\$181,246	\$181,246	\$181,246	\$181,246

	2018 Annual Actual	2019 Annual Actual	2020 Original Budget	2020 Revised Budget	2020 YND Est	2021 Proposed	2022 Proposed	2023 Projected	2024 Projected	2025 Projected	2026 Projected
FUND 311 SEWER CAPITAL PROJECT											
<i>REVENUES:</i>											
Grants	-	450,000	-	75,000	75,000	-	-	-	-	-	-
Sewer Availability Charge		245,401	140,000	140,000	140,000	165,000	200,000	125,000	200,000	150,000	150,000
Interest Earnings	3,290	18,382	-	-	-	-	-	-	-	-	-
Proceeds from Lien	-	1,474	-	-	-	-	-	-	-	-	-
Transfer In Fund 001 General	-	-	-	27,000	27,000	-	-				
Transfer In From Fund 401 Surface Water Mgmt	-	-	-	8,000	8,000	-	-				
Transfer In Fund 204 Sewer Debt (Sewer Surcharge 4.75%)	68,995	987,000	55,000	55,000	55,000	190,000	50,000	1,130,000	50,000	50,000	50,000
Transfer In Fund 312 Sanitary Sewer Connection Capital	35,000	815,483	-	-	-	-	-	-	-	-	-
Total Revenues	\$107,285	\$2,517,741	\$195,000	\$305,000	\$305,000	\$355,000	\$250,000	\$1,255,000	\$250,000	\$200,000	\$200,000
<i>EXPENDITURES:</i>											
Capital/Administration	40,775	1,390,145	123,000	1,085,234	1,085,234	795,000	130,000	1,165,000	85,000	85,000	135,000
Total Expenditures	\$40,775	\$1,390,145	\$123,000	\$1,085,234	\$1,085,234	795,000	130,000	1,165,000	85,000	85,000	135,000
Beginning Fund Balance:	\$51,716	\$118,225	\$698,629	\$1,245,820	\$1,245,820	\$465,586	\$25,586	\$145,586	\$235,586	\$400,586	\$515,586
Ending Fund Balance:	\$118,225	\$1,245,820	\$770,629	\$465,586	\$465,586	\$25,586	\$145,586	\$235,586	\$400,586	\$515,586	\$580,586

	2018 Annual Actual	2019 Annual Actual	2020 Original Budget	2020 Revised Budget	2020 YND Est	2021 Proposed	2022 Proposed	2023 Projected	2024 Projected	2025 Projected	2026 Projected
FUND 312 SANITARY SEWER CONNECTION CAPITAL											
<i>REVENUES:</i>											
Sewer Availability Charge	211,609	-	-	-	-	-	-	-	-	-	-
Interest Earnings	10,479	-	-	-	-	-	-	-	-	-	-
Proceeds From Lien	2,410	-	-	-	-	-	-	-	-	-	-
Total Revenues	\$224,498	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>EXPENDITURES:</i>											
Capital & Administration	25,594	-	-	-	-	-	-	-	-	-	-
Transfer To Fund 311 Sewer Capital Project	35,000	815,484	-	-	-	-	-	-	-	-	-
Total Expenditures	\$60,594	\$815,484	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Beginning Fund Balance:	\$651,579	\$815,484	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Ending Fund Balance:	\$815,484	(\$0)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

	2018 Annual Actual	2019 Annual Actual	2020 Original Budget	2020 Revised Budget	2020 YND Est	2021 Proposed	2022 Proposed	2023 Projected	2024 Projected	2025 Projected	2026 Projected
FUND 401 SURFACE WATER MANAGEMENT											
REVENUES:											
Storm Drainage Fees & Charges	2,735,663	4,256,773	3,904,100	4,004,100	4,004,100	4,351,500	4,466,400	4,578,100	4,692,500	4,692,500	4,692,500
Site Development Permit Fee	55,968	46,968	30,000	30,000	60,000	50,000	50,000	50,000	50,000	50,000	50,000
Interest Earnings & Misc	66,762	79,984	20,800	20,800	20,800	15,600	15,600	18,500	22,500	28,000	32,600
Subtotal Operating Revenues	\$2,858,394	\$4,383,724	\$3,954,900	\$4,054,900	\$4,084,900	\$4,417,100	\$4,532,000	\$4,646,600	\$4,765,000	\$4,770,500	\$4,775,100
EXPENDITURES:											
Engineering Services	1,219,515	1,431,957	1,824,593	1,830,356	1,830,356	1,860,808	1,912,690	1,970,100	2,029,200	2,090,100	2,152,800
Operations & Maintenance	596,460	810,393	860,354	955,600	955,600	961,416	965,501	994,500	1,024,300	1,055,000	1,086,700
Revenue Bonds - Debt Service (15-Year Life, 4%)	-	-	-	-	-	126,000	501,000	501,000	501,000	501,000	501,000
Transfer to Fund 001 General Admin Support	284,700	284,700	284,700	284,700	284,700	284,700	284,700	284,700	284,700	284,700	284,700
Subtotal Operating Expenditures	\$2,100,675	\$2,527,049	\$2,969,647	\$3,070,656	\$3,070,656	\$3,232,924	\$3,663,891	\$3,750,300	\$3,839,200	\$3,930,800	\$4,025,200
OPERATING INCOME (LOSS)	\$757,718	\$1,856,675	\$985,253	\$984,244	\$1,014,244	\$1,184,176	\$868,109	\$896,300	\$925,800	\$839,700	\$749,900
OTHER FINANCING SOURCES:											
Grants/Contributions	49,226	-	-	50,000	50,000	-	-	-	-	-	-
American Lake Management District	-	119,313	-	48,474	48,474	33,285	33,476	33,670	33,868	34,070	34,276
Flood Control Opportunity Fund	-	-	-	280,000	280,000	-	-	-	-	-	-
Revenue Bonds - Bond Proceeds	-	-	-	-	-	1,000,000	3,000,000	-	-	-	-
Transfer In From Fund 302 Transportation Capital	-	-	-	241,840	241,840	-	-	-	-	-	-
Subtotal Other Financing Sources	\$49,226	\$119,313	\$0	\$620,314	\$620,314	\$1,033,285	\$3,033,476	\$33,670	\$33,868	\$34,070	\$34,276
OTHER FINANCING USES:											
Capital/1-Time	197,129	225,438	253,718	1,326,275	1,232,789	231,665	906,270	491,500	381,900	385,000	355,000
American Lake Management District	-	124,619	-	29,320	29,320	29,886	30,464	31,053	31,654	32,268	32,893
Transfer to Fund 301 Parks CIP	248,150	133,958	50,000	150,000	206,277	-	-	-	-	-	-
Transfer to Fund 302 Transportation Capital	1,451,101	785,855	1,870,000	2,842,126	2,964,056	1,575,000	3,000,000	-	-	-	-
Transfer To Fund 311 Sewer Capital	-	-	-	8,000	8,000	-	-	-	-	-	-
Subtotal Other Financing Uses	\$1,896,381	\$1,269,870	\$2,173,718	\$4,355,721	\$4,440,442	\$1,836,551	\$3,936,734	\$522,553	\$413,554	\$417,268	\$387,893
Total Revenues and Other Sources	\$2,907,620	\$4,503,037	\$3,954,900	\$4,675,214	\$4,705,214	\$5,450,385	\$7,565,476	\$4,680,270	\$4,798,868	\$4,804,570	\$4,809,376
Total Expenditures and other Uses	\$3,997,056	\$3,796,920	\$5,143,365	\$7,426,377	\$7,511,098	\$5,069,475	\$7,600,626	\$4,272,853	\$4,252,754	\$4,348,068	\$4,413,093
Beginning Fund Balance:	\$4,689,608	\$3,600,172	\$2,078,878	\$4,306,289	\$4,306,289	\$1,500,405	\$1,881,315	\$1,846,165	\$2,253,582	\$2,799,696	\$3,256,198
Ending Fund Balance:	\$3,600,172	\$4,306,289	\$890,413	\$1,555,126	\$1,500,405	\$1,881,315	\$1,846,165	\$2,253,582	\$2,799,696	\$3,256,198	\$3,652,481
Ending Fund Balance as a % of Operating Rev/Exp	126.0%	98.2%	22.5%	38.4%	36.7%	58.2%	50.4%	60.1%	72.9%	82.8%	90.7%
17% Operating Reserves (of operating revenues)	\$485,927	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
33% Operating Reserves (of operating expenditures)	n/a	\$833,926	\$979,984	\$1,013,316	\$1,013,316	\$1,066,865	\$1,209,084	\$1,237,599	\$1,266,936	\$1,297,164	\$1,328,316
1% Capital Reserves	n/a	\$458,330	\$481,477	\$453,795	\$453,795	\$490,130	\$529,130	\$534,045	\$537,864	\$541,714	\$545,264
American Lake Management District	\$0	\$16,571	\$0	\$33,294	\$33,294	\$33,606	\$33,604	\$33,280	\$32,626	\$31,633	\$30,294
Unreserved / (Shortfall):	\$3,114,245	\$2,997,462	-\$571,048	\$54,721	\$0	\$290,714	\$74,347	\$448,658	\$962,270	\$1,385,687	\$1,748,607

	2018 Annual Actual	2019 Annual Actual	2020 Original Budget	2020 Revised Budget	2020 YND Est	2021 Proposed	2022 Proposed	2023 Projected	2024 Projected	2025 Projected	2026 Projected
FUND 501 FLEET & EQUIPMENT											
<i>OPERATING REVENUES:</i>											
M&O Revenue	691,737	763,367	740,720	740,720	660,720	740,720	740,720	763,400	786,700	810,700	835,400
Interest Earnings	61,399	71,013	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Total Revenues	\$753,136	\$834,380	\$755,720	\$755,720	\$675,720	\$755,720	\$755,720	\$778,400	\$801,700	\$825,700	\$850,400
<i>OPERATING EXPENDITURES:</i>											
Fuel/Gasoline	348,588	323,206	424,150	424,150	344,150	424,150	424,150	436,900	450,000	463,500	477,400
Other Supplies	12,045	18,655	3,990	3,990	3,990	3,990	3,990	4,100	4,200	4,300	4,400
Repairs & Maintenance	388,376	499,389	327,580	327,580	327,580	327,580	327,580	337,400	347,500	357,900	368,600
Other Services & Charges	2,564	6,468	-	-	-	-	-	-	-	-	-
Intergovernmental	1,563	-	-	-	-	-	-	-	-	-	-
Total Expenditures	\$753,136	\$847,719	\$755,720	\$755,720	\$675,720	\$755,720	\$755,720	\$778,400	\$801,700	\$825,700	\$850,400
Operating Revenue Over/(Under) Expenditures	\$0	(\$13,339)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>OTHER FINANCING SOURCES:</i>											
Interfund Loan (Fund 302 LID Interim Financing)	-	-	-	880,204	880,204	-	-	-	-	-	-
Replacement Reserves Collections	942,870	805,481	-	-	-	-	-	852,806	852,806	852,806	852,806
Capital Contribution	-	-	-	91,824	91,824	-	-	-	-	-	-
Proceeds From Sale of Assets	52,500	13,339	-	-	-	-	-	-	-	-	-
Transfer In From Fund 504 Risk Management	-	81,184	-	182,400	182,400	-	-	-	-	-	-
Total Other Financing Sources	\$995,370	\$900,004	\$0	\$1,154,428	\$1,154,428	\$0	\$0	\$852,806	\$852,806	\$852,806	\$852,806
<i>OTHER FINANCING USES:</i>											
Fleet & Equipment New & Replacement	722,714	941,993	596,300	994,100	994,100	484,000	252,000	-	-	-	-
Interfund Loan To Fund 302 LID Interim Financing	374,426	-	-	-	-	-	-	-	-	-	-
Transfer to Fund 001 General	16,000	-	-	-	-	-	-	-	-	-	-
Total Other Financing Uses	\$1,113,140	\$941,993	\$596,300	\$994,100	\$994,100	\$484,000	\$252,000	\$0	\$0	\$0	\$0
Total Revenues	\$1,748,506	\$1,734,384	\$755,720	\$1,910,148	\$1,830,148	\$755,720	\$755,720	\$1,631,206	\$1,654,506	\$1,678,506	\$1,703,206
Total Expenditures	\$1,866,277	\$1,789,712	\$1,352,020	\$1,749,820	\$1,669,820	\$1,239,720	\$1,007,720	\$778,400	\$801,700	\$825,700	\$850,400
Beginning Fund Balance:	\$3,953,548	\$3,835,778	\$4,815,080	\$3,780,451	\$3,780,451	\$3,940,779	\$3,456,779	\$3,204,779	\$4,057,585	\$4,910,391	\$5,763,197
Ending Fund Balance:	\$3,835,778	\$3,780,451	\$4,218,780	\$3,940,779	\$3,940,779	\$3,456,779	\$3,204,779	\$4,057,585	\$4,910,391	\$5,763,197	\$6,616,003

	2018 Annual Actual	2019 Annual Actual	2020 Original Budget	2020 Revised Budget	2020 YND Est	2021 Proposed	2022 Proposed	2023 Projected	2024 Projected	2025 Projected	2026 Projected
FUND 502 PROPERTY MANAGEMENT											
<i>OPERATING REVENUES:</i>											
M&O Revenue	677,621	683,461	678,684	686,284	686,284	695,603	698,917	720,000	741,600	763,800	786,800
Interest Earnings	10,536	14,728	-	-	-	-	-	-	-	-	-
Total Operating Revenues	\$ 688,157	\$ 698,189	\$ 678,684	\$ 686,284	\$ 686,284	\$ 695,603	\$ 698,917	\$ 720,000	\$ 741,600	\$ 763,800	\$ 786,800
<i>OPERATING EXPENDITURES:</i>											
City Hall Facility	366,268	369,872	371,045	378,645	378,645	381,034	383,354	394,900	406,700	418,900	431,500
Police Station	259,803	266,905	239,277	239,277	239,277	245,052	245,881	253,300	260,900	268,700	276,800
Parking Facilities/Light Rail	62,086	61,413	68,362	68,362	68,362	69,517	69,682	71,800	74,000	76,200	78,500
Total Operating Expenditures	\$ 688,157	\$ 698,189	\$ 678,684	\$ 686,284	\$ 686,284	\$ 695,603	\$ 698,917	\$ 720,000	\$ 741,600	\$ 763,800	\$ 786,800
Operating Revenue Over/(Under) Expenditures	\$ -	\$ (0)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>OTHER FINANCING SOURCES:</i>											
Replacement Reserve Collections / Other 1-Time	100,000	100,000	100,000	159,000	159,000	-	100,000	100,000	100,000	100,000	100,000
Total Other Financing Sources	\$ 100,000	\$ 100,000	\$ 100,000	\$ 159,000	\$ 159,000	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
<i>OTHER FINANCING USES:</i>											
Capital/1-Time/6-Year Property Management Plan	43,761	157,082	95,000	205,933	205,933	230,000	5,000	145,000	105,000	145,500	255,000
Total Other Financing Uses	\$ 43,761	\$ 157,082	\$ 95,000	\$ 205,933	\$ 205,933	\$ 230,000	\$ 5,000	\$ 145,000	\$ 105,000	\$ 145,500	\$ 255,000
Total Revenues	\$ 788,157	\$ 798,188	\$ 778,684	\$ 845,284	\$ 845,284	\$ 695,603	\$ 798,917	\$ 820,000	\$ 841,600	\$ 863,800	\$ 886,800
Total Expenditures	\$ 731,918	\$ 855,271	\$ 773,684	\$ 892,217	\$ 892,217	\$ 925,603	\$ 703,917	\$ 865,000	\$ 846,600	\$ 909,300	\$ 1,041,800
Beginning Fund Balance:	\$436,900	\$493,139	\$348,436	\$436,057	\$436,057	\$389,124	\$159,124	\$254,124	\$209,124	\$204,124	\$158,624
Ending Fund Balance:	\$493,139	\$436,057	\$353,436	\$389,124	\$389,124	\$159,124	\$254,124	\$209,124	\$204,124	\$158,624	\$3,624

	2018 Annual Actual	2019 Annual Actual	2020 Original Budget	2020 Revised Budget	2020 YND Est	2021 Proposed	2022 Proposed	2023 Projected	2024 Projected	2025 Projected	2026 Projected
FUND 503 INFORMATION TECHNOLOGY											
<i>REVENUES:</i>											
M&O Revenue	1,218,422	1,202,671	1,690,139	1,709,939	1,703,939	1,891,129	1,952,033	2,010,600	2,141,900	2,173,000	2,270,000
Misc/Interest/Other	1,002	2,201	-	-	-	-	-	-	-	-	-
Total Operating Revenues	\$ 1,219,424	\$ 1,204,872	\$ 1,690,139	\$ 1,709,939	\$ 1,703,939	\$ 1,891,129	\$ 1,952,033	\$ 2,010,600	\$ 2,141,900	\$ 2,173,000	\$ 2,270,000
<i>EXPENDITURES:</i>											
Personnel	521,877	562,728	558,529	578,329	578,329	588,699	601,193	619,200	637,800	656,900	676,600
Supplies	134,355	40,330	174,520	174,520	174,520	179,520	179,520	184,900	190,400	196,100	202,000
Services & Charges	563,192	601,814	957,090	957,090	951,090	1,122,910	1,171,320	1,206,500	1,242,700	1,280,000	1,318,400
6-Year IT Strategic Plan	-	-	-	-	-	-	-	-	56,000	25,000	58,000
Total Operating Expenditures	\$1,219,424	\$1,204,872	\$1,690,139	\$1,709,939	\$1,703,939	\$1,891,129	\$1,952,033	\$2,010,600	\$2,126,900	\$2,158,000	\$2,255,000
Operating Revenue Over/(Under) Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	\$15,000	\$15,000
<i>OTHER FINANCING SOURCES:</i>											
Replacement Reserve Collection	47,500	48,678	66,844	66,844	66,844	-	66,756	66,844	66,844	66,844	66,844
Capital Contrib & Other 1-Time /6-Year Strategic Plan	402,720	593,944	158,750	953,207	953,207	168,750	158,750	233,750	238,750	213,750	148,750
Total Other Financing Sources	\$450,220	\$642,622	\$225,594	\$1,020,051	\$1,020,051	\$168,750	\$225,506	\$300,594	\$305,594	\$280,594	\$215,594
<i>OTHER FINANCING USES:</i>											
One-Time/Capital	402,720	593,944	158,750	953,207	953,207	168,750	158,750	233,750	238,750	213,750	148,750
Total Other Financing Uses	\$402,720	\$593,944	\$158,750	\$953,207	\$953,207	\$168,750	\$158,750	\$233,750	\$238,750	\$213,750	\$148,750
Total Revenues	\$1,669,644	\$1,847,494	\$1,915,733	\$2,729,990	\$2,723,990	\$2,059,879	\$2,177,539	\$2,311,194	\$2,447,494	\$2,453,594	\$2,485,594
Total Expenditures	\$1,622,144	\$1,798,816	\$1,848,889	\$2,663,146	\$2,657,146	\$2,059,879	\$2,110,783	\$2,244,350	\$2,365,650	\$2,371,750	\$2,403,750
Beginning Fund Balance:	\$42,500	\$90,000	\$131,844	\$138,678	\$138,678	\$205,522	\$205,522	\$272,278	\$339,122	\$420,966	\$502,810
Ending Fund Balance:	\$90,000	\$138,678	\$198,688	\$205,522	\$205,522	\$205,522	\$272,278	\$339,122	\$420,966	\$502,810	\$584,654

	2018 Annual Actual	2019 Annual Actual	2020 Original Budget	2020 Revised Budget	2020 YND Est	2021 Proposed	2022 Proposed	2023 Projected	2024 Projected	2025 Projected	2026 Projected
FUND 504 RISK MANAGEMENT											
<i>REVENUES:</i>											
M&O Revenue	2,297,703	1,561,705	1,434,659	1,449,659	1,443,324	1,396,480	1,396,480	1,438,400	1,481,600	1,526,000	1,571,700
AWC Retro Refund	-	-	-	32,120	51,655	-	-	-	-	-	-
Interest/Miscellaneous	-	-	-	-	-	-	-	-	-	-	-
Insurance Proceeds/3rd Party Recoveries	120,742	285,680	150,000	464,150	464,150	200,000	200,000	150,000	150,000	150,000	150,000
Total Revenues	\$2,418,445	\$1,847,386	\$1,584,659	\$1,945,929	\$1,959,129	\$1,596,480	\$1,596,480	\$1,588,400	\$1,631,600	\$1,676,000	\$1,721,700
<i>EXPENDITURES:</i>											
Safety Program	4,696	2,782	3,980	3,980	3,680	3,980	3,980	4,100	4,200	4,300	4,400
AWC Retro Program	33,911	35,792	24,000	24,000	37,500	37,500	37,500	38,600	39,800	41,000	42,200
WCIA Assessment	1,169,200	1,411,230	1,406,679	1,438,799	1,438,799	1,355,000	1,355,000	1,395,700	1,437,600	1,480,700	1,525,100
Claims/Judgments & Settlements	1,210,638	316,397	150,000	296,750	296,750	200,000	200,000	150,000	150,000	150,000	150,000
Total Expenditures	\$2,418,445	\$1,766,202	\$1,584,659	\$1,763,529	\$1,776,729	\$1,596,480	\$1,596,480	\$1,588,400	\$1,631,600	\$1,676,000	\$1,721,700
<i>OTHER FINANCING SOURCES:</i>											
Capital Contribution/1-Time M&O	-	-	-	-	-	-	-	-	-	-	-
Total Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>OTHER FINANCING USES:</i>											
Transfer To Fund 501 Fleet & Equipment	-	81,184	-	182,400	182,400	-	-	-	-	-	-
Total Other Financing Uses	\$0	\$81,184	\$0	\$182,400	\$182,400	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$2,418,445	\$1,847,386	\$1,584,659	\$1,945,929	\$1,959,129	\$1,596,480	\$1,596,480	\$1,588,400	\$1,631,600	\$1,676,000	\$1,721,700
Total Expenditures	\$2,418,445	\$1,847,386	\$1,584,659	\$1,945,929	\$1,959,129	\$1,596,480	\$1,596,480	\$1,588,400	\$1,631,600	\$1,676,000	\$1,721,700
Beginning Fund Balance:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Ending Fund Balance:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0



To: Mayor and City Councilmembers
From: Tho Kraus, Assistant City Manager/Administrative Services
Through: John J. Caulfield, City Manager *John J. Caulfield*
Date: November 9, 2020
Subject: Review of 2021/2022 Proposed Biennial Budget

Introduction

The purpose of this review is to allow the City Council another opportunity to discuss the proposed 2021/2022 biennial budget prior to the scheduled adoption on November 16. The schedule of open public meetings held and upcoming to review the proposed 2021/2022 biennial budget is as followed.

October 5, 2020

City Manager presentation of the proposed 2021/2022 Biennial Budget

October 5, 2020

Review of 2021 Property Tax Levy

October 7, 2020

Department Budget Presentations (City Council, City Manager, Community & Economic Development, Parks, Recreation & Community Services, Legal)

October 14, 2020

Department Budget Presentations (Police, Public Works Engineering, Municipal Court, Administrative Services)

November 2, 2020

Public Hearing on 2021 Property Tax

Public Hearing on 2021/2022 Proposed Biennial Budget

November 9, 2020

Review 2021 Fee Schedule Amendments

Review 6-Year Financial Forecast

Review 2021/2022 Proposed Biennial Budget (as needed)

November 16, 2020

Adopt Declaration of Substantial Need

Adopt 2021 Property Tax Levy

Adopt 2021/2022 Biennial Budget

Adopt 2021 Fee Schedule Amendments

The 2021/2022 Proposed Biennial Budget may be viewed at:

<https://cityoflakewood.us/finance/biennial-budget/>

PROPOSED 2019/2020 BIENNIAL BUDGET

Changes to the Original Proposed Budget

The following changes have been made to the proposed biennial budget since it was presented to the City Council on October 5, 2020:

- Fund 001 General Fund:
 - Add \$3,000 per year on an ongoing basis in 2021 and 2022 for the Lakewood Multicultural Coalition, offset by an increase in miscellaneous revenue.
- Fund 102 Real Estate Excise Tax
 - Reduce transfer to Transportation CIP Fund by \$195,000 in the 2020 YND estimate (replaced with 2020 TBD \$20 vehicle license fees), resulting in an increase in ending fund balance in 2021 and 2022. REET is less restrictive than TBD funds, therefore spending the more restrictive source first.
- Fund 103 Transportation Benefit District Fund:
 - Add \$835,000 per year in 2021 and 2022 for TBD \$20 vehicle licensing fees.
 - Add \$640,000 transfer to Transportation CIP fund in 2022 as follows:
 - \$260,000 for Minor Capital & Major Maintenance (includes pavement patching)
 - \$380,000 Chip Seal Program – Local Access Roads

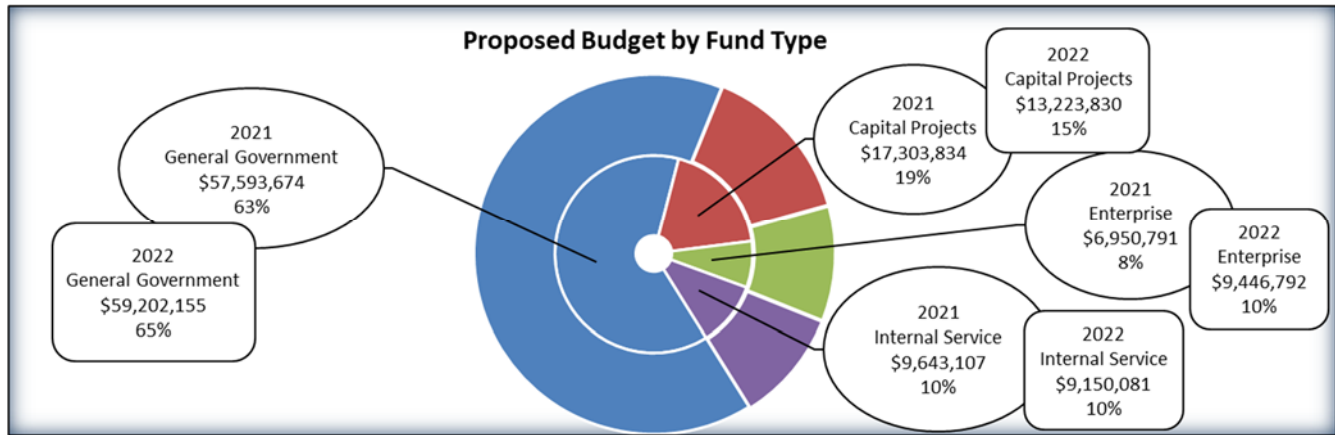
On October 15, 2020, the Washington State Supreme Court ruled on the constitutionality of I-976 and struck down the initiative because it contained multiple subjects and a misleading ballot title. Now that the court has ruled, the 2020 vehicle license fees that the City has been receiving from the State of Licensing is revenues available for allocation.

Allocation of anticipated 2021 and 2022 revenues is on hold, pending City Council consideration of options and alternatives, including:

- 1) Rescind the \$20 vehicle license fee (VLF) in Lakewood;
 - 2) Move forward with using the monies collected by the \$20 VLF to continue investing in transportation infrastructure projects on via pay-as-you-go; or
 - 3) Use the \$20 VLF to leverage the issuance of bonds in support of transportation projects totaling approximately \$11.3 million. These bonds would then be repaid over a period of 20 years. This option was presented was presented at the September 2019 City Council retreat.
- Fund 302 Transportation CIP
 - Add 2022 projects funded by anticipated 2020 Transportation Benefit District \$20 VLF as follows:
 - \$260,000 for Minor Capital & Major Maintenance (includes pavement patching)
 - \$380,000 Chip Seal Program – Local Access Roads

Proposed 2019/2020 Biennial Budget

The Proposed 2021/2022 Biennial Budget totals \$91,491,406 in 2021 and \$91,022,858 in 2022 as follows:



Fund	2021 Proposed				2022 Proposed			
	Beginning Fund Balance	Revenue	Expenditure	Ending Fund Balance	Beginning Fund Balance	Revenue	Expenditure	Ending Fund Balance
General Government Funds:	\$ 9,145,661	\$ 48,448,013	\$ 48,836,954	\$ 8,756,720	\$ 8,756,720	\$ 50,445,435	\$ 49,587,116	\$ 9,615,039
001 General Fund	5,767,631	38,398,650	39,362,541	4,803,740	4,803,740	40,218,654	40,087,236	4,935,158
101 Street	-	2,343,813	2,343,813	-	-	2,398,483	2,398,483	-
102 Real Estate Excise Tax	540,095	1,800,000	2,078,195	261,900	261,900	1,800,000	1,866,900	195,000
103 Transportation Benefit District	640,000	835,000	-	1,475,000	1,475,000	835,000	640,000	1,670,000
104 Hotel/Motel Lodging Tax	1,247,353	800,000	672,250	1,375,103	1,375,103	1,000,000	800,000	1,575,103
105 Property Abatement/RHSP	-	470,000	470,000	-	-	409,500	409,500	-
106 Public Art	-	7,500	7,500	-	-	15,000	15,000	-
180 Narcotics Seizure	120,000	-	120,000	-	-	-	-	-
181 Felony Seizure	-	-	-	-	-	-	-	-
182 Federal Seizure	120,000	-	120,000	-	-	-	-	-
190 CDBG	-	595,000	595,000	-	-	595,000	595,000	-
191 Neighborhood Stabilization Prog	-	78,000	78,000	-	-	42,000	42,000	-
192 SSMCP	-	227,500	227,500	-	-	227,500	227,500	-
195 Public Safety Grants	-	132,328	132,328	-	-	132,328	132,328	-
201 GO Bond Debt Service	-	1,690,821	1,690,821	-	-	1,689,938	1,689,938	-
202 LID Debt Service	-	268,920	268,920	-	-	247,774	155,613	92,161
204 Sewer Project Debt	578,288	800,481	670,086	708,683	708,683	834,258	527,618	1,015,323
251 LID Guaranty	132,294	-	-	132,294	132,294	-	-	132,294
Capital Project Funds:	\$ 1,392,832	\$ 15,911,002	\$ 17,097,002	\$ 206,832	\$ 206,832	\$ 13,016,998	\$ 12,896,998	\$ 326,832
301 Parks	-	570,000	570,000	-	-	3,355,000	3,355,000	-
302 Transportation	927,246	14,986,002	15,732,002	181,246	181,246	9,411,998	9,411,998	181,246
311 Sewer Project	465,586	355,000	795,000	25,586	25,586	250,000	130,000	145,586
312 Sanitary Sewer Connection	-	-	-	-	-	-	-	-
Enterprise Fund:	\$ 1,500,405	\$ 5,450,385	\$ 5,069,475	\$ 1,881,316	\$ 1,881,316	\$ 7,565,476	\$ 7,600,625	\$ 1,846,167
401 Surface Water Management	1,500,405	5,450,385	5,069,475	1,881,316	1,881,316	7,565,476	7,600,625	1,846,167
Internal Service Funds:	\$ 4,535,425	\$ 5,107,682	\$ 5,821,682	\$ 3,821,425	\$ 3,821,425	\$ 5,328,656	\$ 5,418,900	\$ 3,731,181
501 Fleet & Equipment	3,940,779	755,720	1,239,720	3,456,779	3,456,779	755,720	1,007,720	3,204,779
502 Property Management	389,124	695,603	925,603	159,124	159,124	798,917	703,917	254,124
503 Information Technology	205,522	2,059,879	2,059,879	205,522	205,522	2,177,539	2,110,783	272,278
504 Risk Management	-	1,596,480	1,596,480	-	-	1,596,480	1,596,480	-
Grand Total - All Funds	\$ 16,574,323	\$ 74,917,082	\$ 76,825,113	\$ 14,666,293	\$ 14,666,293	\$ 76,356,565	\$ 75,503,639	\$ 15,519,219
			Total Budget	\$ 91,491,406			Total Budget	\$ 91,022,858

Budget Summary

The budget includes the following:

A Balanced General Fund

- The General Fund is balanced in 2021 and 2022 by deferring the collection of fleet and equipment reserves for both years coupled with information technology and property management reserves in 2021 (\$1.9 million). This approach is in lieu of an interfund loan from the fleet and equipment fund to bridge the financial gap due to COVID-19. It is further recommended that these funds be reinstated when financial resources become available in 2021 and 2022;

Personnel Changes to Ensure a Balanced Budget and Increase Service Levels

- The other significant budget balancing strategy is to fund 95 commissioned police officers leaving four (4) unfunded commissioned police officer positions for the coming biennium (\$883,000). The reduction would leave two (2) vacant positions in the Traffic Unit and two (2) vacant positions in the Special Operations Unit. Due to attrition and other priorities, these units have not been fully staffed for a couple of years. It is anticipated that there will be no impact to current service levels with this reduction. This budget proposal also leaves one (1) maintenance worker position unfunded for the coming biennium (\$170,000);
- Two (2) vacant traffic signal technicians are not funded in this budget due to a two-year pilot program the City and Pierce County are implementing. In this pilot program, Pierce County is providing traffic signal maintenance services for Lakewood;
- The addition of a 0.75 Maintenance Assistant is the reallocation of part-time seasonal temporary monies to support the street landscape division. Need in this area has increased due to City image and safety project, including the eight (8) new Lakewood gateways, updated traffic circles, beautification projects, including the new trees and planting strips along improved city streets and projects throughout the City;
- Reduction in Municipal Court personnel amounting to a combined 1.00 FTE across five positions to reflect the decrease in work volume with the elimination of the court contract with the city of University Place beginning January 1, 2021;
- Addition of a second mental health professional (MPH) increasing the size of the Behavioral Health Contact Team (BHCT) to three personnel to further assist police patrol as well as support the Rental Housing Safety Program (RHSP) team who often encounter people in distress and in the need of assistance for a range of issues, including hoarding, isolated seniors, and renters having difficulty maintaining their property due to behavioral health issues;
- Two (2) vacant Community Service Officer (CSO) positions are proposed to be replaced with a Code Enforcement Officer (CEO) for a total of three (3) CEOs and a Building Inspector for a total of three (3) Building Inspectors. These new positions will support CSRT, Rental Housing Safety Program (RHSP) and the City's Abatement Program. The new CEO will be dedicated toward achieving voluntary compliance with outstanding code enforcement cases. This, in turn, will result in the City having to dispense less citations to gain involuntary compliance. This position will also help increase the identification of properties for the abatement process. This increase in abatement activity will drive the need for an additional building inspector to support both the RHSP and Abatement Program;

Advancements in Dependable Infrastructure

- Update of the Non-Motorized Transportation Plan;
- Update 2009 Parks and Recreation Advisory Board (PRAB) street ends report to include a more comprehensive update on each street end in terms of site feasibility and financial costs;

Advancements in Economic Development

- Implement PALS+ permit system in partnership with Pierce County;
- Continue with targeted economic development with a specific focus on the Downtown, the Lakewood Station District which includes Lakewood Landing, the I-5 retail frontage along Pacific Highway South, Woodbrook Industrial Business Park, International District, Springbrook and Tillicum, and McChord North Clear Zone (NCZ);
- Implement the Five Year 2020-2024 Consolidated Plan to include funding in support of an expansion of LASA and funding to support Habitat for Humanity and the building of nine new low-income homes;
- Continue to proactively represent the City and participate at PCRC and PSRC to include sub-group meetings;

Advancements in Public Safety

- Continue commitment to setting aside 1% of General Fund for human and social services to include homelessness and mental illness;
- Continue Veteran's Treatment Court and evaluate other types of Community/Mental Health court models;
- Evaluate feasibility of body camera program now that in-car camera systems are installed in all patrol vehicles;
- Continue implementation of the Rental Housing Safety Program (RSHP);
- Continue proactive Abatement Program;
- Continue the partnership between the City, West Pierce Fire and Rescue (WPFR) and University Place (new in 2020) in support of expanded regional emergency management services;

Advancements in Fiscal Responsibility

- Continue to provide strong and transparent financial reporting with a focus on full disclosure to include the preparation of the biennial budget, Popular Annual Financial Report (PAFR), Comprehensive Annual Financial Report (CAFR), six-year financial forecast, performance measures, and fleet user's manual;
- Implement a city-wide document management system that will help advance the City's efforts to go paperless;

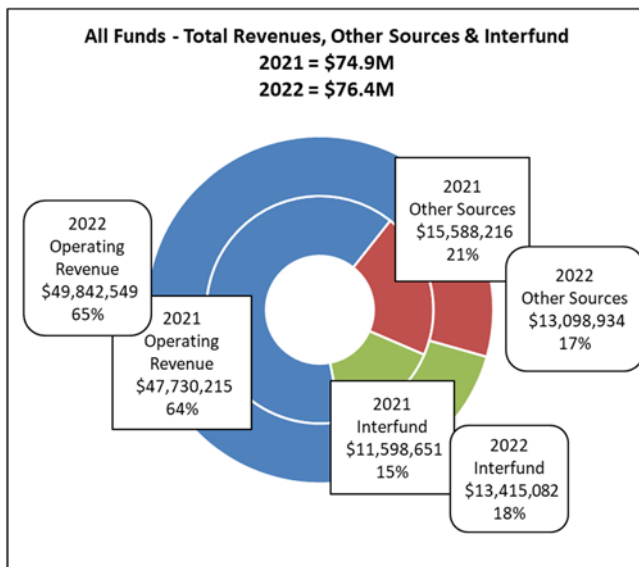
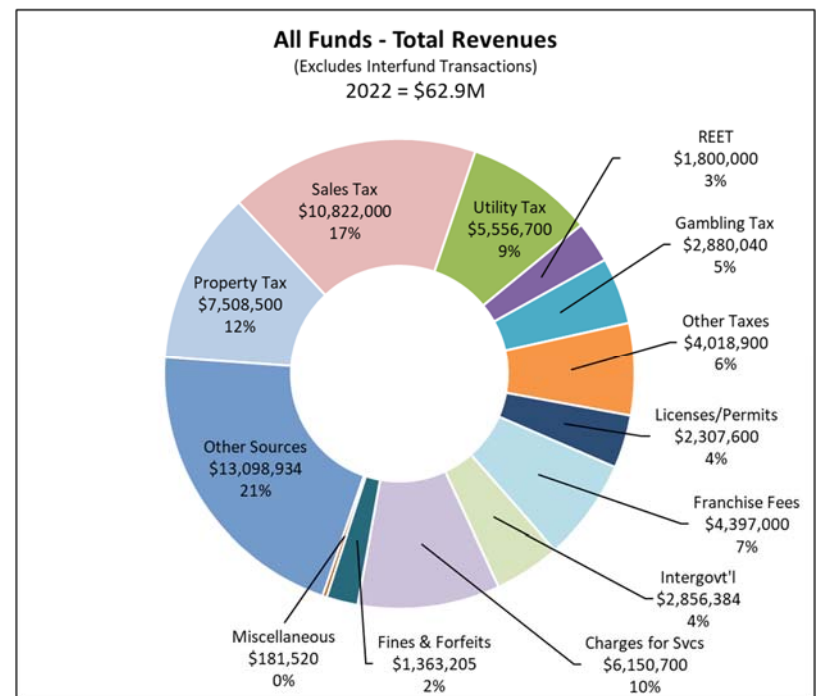
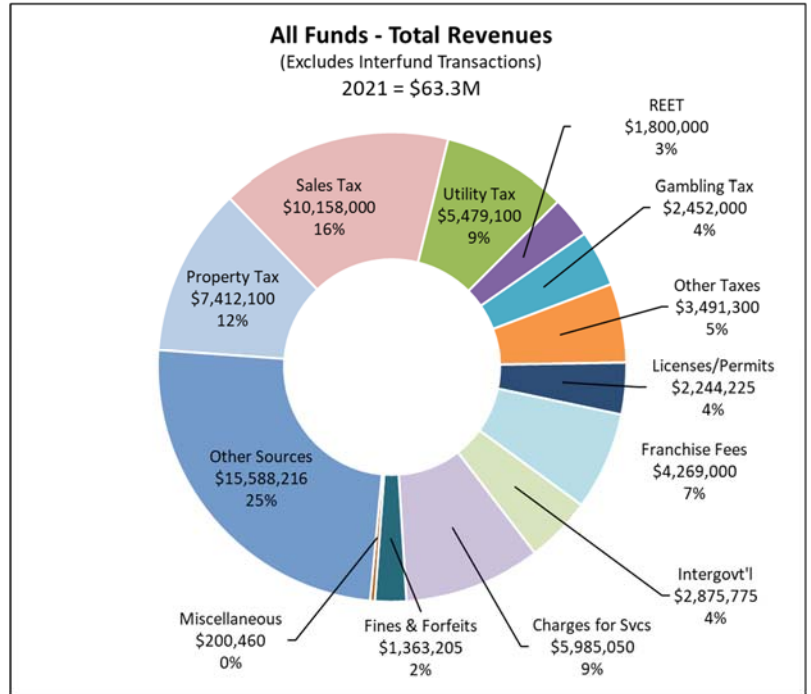
Advancements in Transparency

- Continue to strengthen the City's relationships and opportunities for collaboration with neighborhood groups, associations, JBLM, local schools and institutions and advisory boards and committees;
- Grow connection with recently reinstated Lakewood African American Policy Advisory Committee (LAAPAC);
- Continue youth summit to engage teens in community issues and gather information for future programs;
- Implement a cooperative use agreement between the City and Clover Park School District;
- Continue to act and serve in a leadership capacity in national, state, regional and local affairs;
- Continue to provide a proactive County, State and Federal legislative agenda that promotes and protects the interests and needs of the Lakewood community;
- Provide leadership that advances the City's diversity, equity, inclusion and engagement strategies to include the addition of a Diversity, Equity and Inclusion Manager to serve as a subject matter expert for the City's Equity Team. This position will focus on workforce development and diversity, increasing cultural awareness of city personnel, diversity training, community engagement, and increased community stakeholder collaboration;
- Continue City's leadership and contribution to the South Sound Military and Communities Partnership (SSMCP) continues with a focus on transportation, housing, child care services, the North Clear Zone (NCZ) and the development of an updated Growth Coordination Plan;
- Continue with the number of events sponsored by the City each year to include a Farmers Market at the Colonial Plaza, a 25th cityhood anniversary celebration, and evaluate a potential community Independence Day fireworks event in 2022;
- Complete an updated City Strategic Plan for 2021-2022;
- Continue the implementation of the *Build Your Better Here* imaging campaign;
- Continue with Lakewood Community Dashboard;
- Continue to partner with the Pierce County Library System to identify options for new libraries in the Downtown and Tillicum neighborhoods;
- Evaluate new Public Art Policy and Public Art Program implementation; and
- Develop virtual programming options in support of youth, families, older adults and special events sponsored by the City.

All Fund - Sources

Revenues for all funds total \$63.3M in 2021 and \$62.9M in 2022. Taxes, (sales tax, property tax, utility tax, gambling, tax, admissions tax, real estate excise tax and other taxes) account for 49% of total revenues in 2021 and 52% in 2022. Operating revenues total \$47.7M in 2021 and \$49.8M in 2022 while other sources total \$15.6M in 2021 and \$13.1M in 2022.

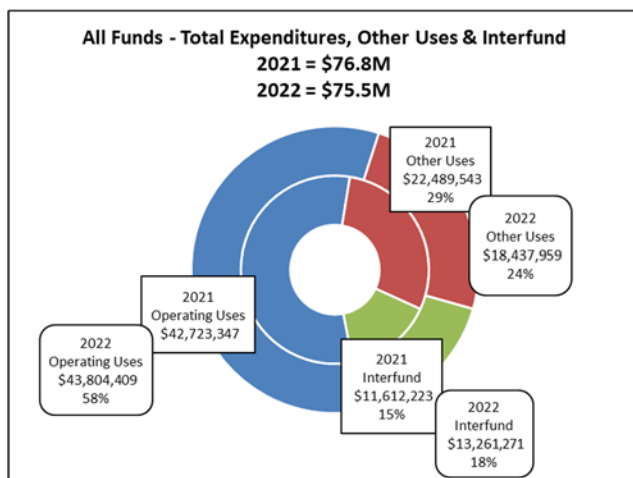
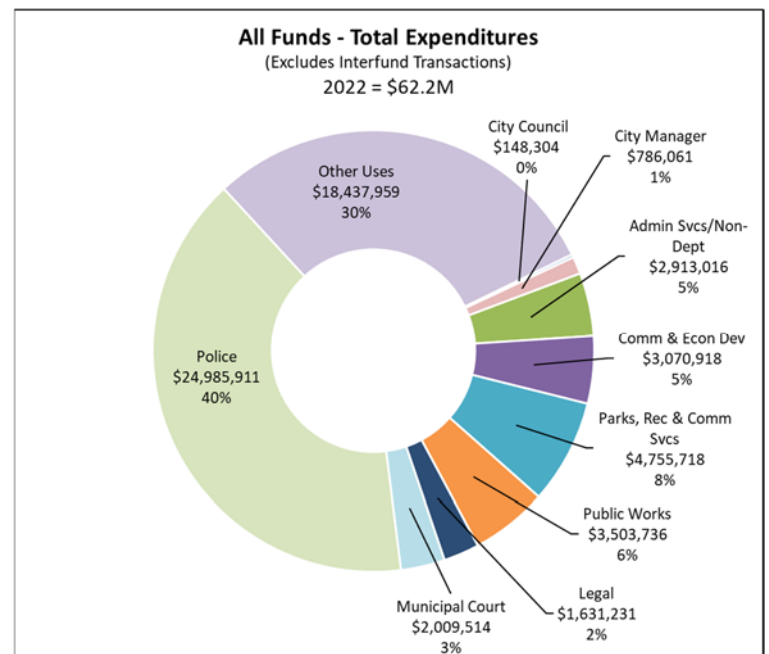
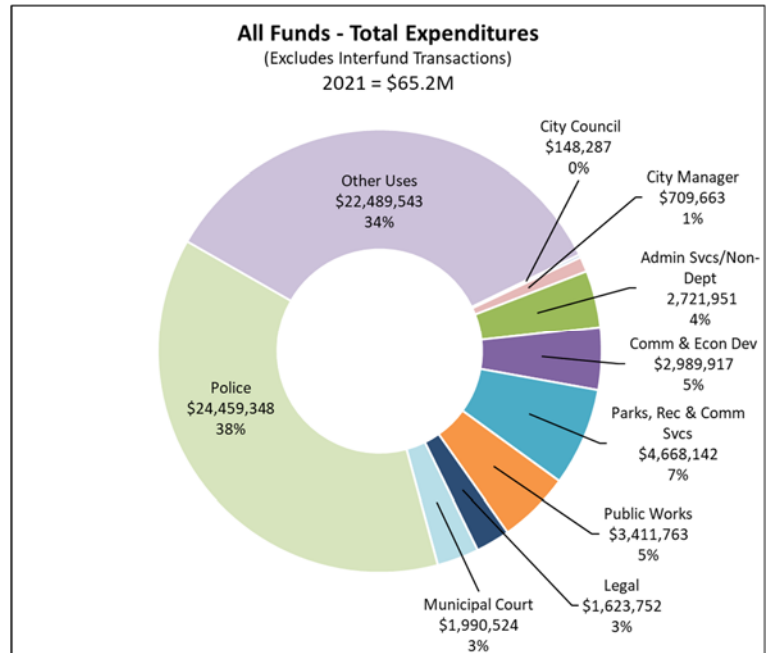
Item	2021 Proposed	2022 Proposed
BEGINNING FUND BALANCE	\$ 16,574,323	\$ 14,666,291
OPERATING REVENUE:		
Property Tax	7,412,100	7,508,500
Sales Tax	10,158,000	10,822,000
Utility Tax	5,479,100	5,556,700
Real Estate Excise Tax	1,800,000	1,800,000
Gambling Tax	2,452,000	2,880,040
Other Taxes	3,491,300	4,018,900
Licenses & Permits	2,244,225	2,307,600
Franchise Fees	4,269,000	4,397,000
Intergovernmental	2,875,775	2,856,384
Charges for Services	5,985,050	6,150,700
Fines & Forfeits	1,363,205	1,363,205
Miscellaneous	200,460	181,520
Total Operating Revenues	\$ 47,730,215	\$ 49,842,549
CAPITAL AND OTHER SOURCES:		
Other Sources	15,588,216	13,098,934
Total Other Sources	\$ 15,588,216	\$ 13,098,934
SUBTOTAL REVENUES	\$ 63,318,431	\$ 62,941,483
INTERFUND TRANSACTIONS:		
Interfund Charges	4,725,360	4,956,961
Interfund Transfers	6,873,291	8,458,121
Total Rev/Other Sources/Interfund	\$ 74,917,082	\$ 76,356,565
TOTAL SOURCES	\$ 91,491,405	\$ 91,022,856



All Funds - Uses

Expenditures for all funds total \$65.2M in 2021 and \$62.2M in 2022. Operating expenditures total \$42.7M in 2021 and \$43.8M in 2022 while other uses total \$22.5M in 2021 and \$18.4M in 2022. Public safety (police, criminal prosecution and municipal court) account for 62% of total operating expenditures in 2021 and 62% in 2022.

Item	2021 Proposed	2022 Proposed
OPERATING EXPENDITURE:		
City Council	148,287	148,304
City Manager	709,663	786,061
Administrative Services	2,585,026	2,776,091
Non-Departmental	136,925	136,925
Comm & Economic Dev	2,989,917	3,070,918
Parks, Rec & Comm Svcs	4,668,142	4,755,718
Public Works	3,411,763	3,503,736
Legal	1,623,752	1,631,231
Municipal Court	1,990,524	2,009,514
Police	24,459,348	24,985,911
Total Operating Expenditures	\$ 42,723,347	\$ 43,804,409
OTHER USES:		
Operating Grants/One-time Uses	3,621,714	2,846,792
Debt Service	2,565,827	2,824,169
Capital Improvements	16,302,002	12,766,998
Total Other Uses	\$ 22,489,543	\$ 18,437,959
SUBTOTAL EXPENDITURES	\$ 65,212,889	\$ 62,242,368
INTERFUND TRANSACTIONS:		
Interfund Services	4,738,932	4,803,150
Interfund Transfers	6,873,291	8,458,121
Total Interfund Transactions	\$ 11,612,223	\$ 13,261,271
Total Exp/Other Uses/Interfund	\$ 76,825,112	\$ 75,503,639
Changes in Fund Balance	\$ (1,908,030)	\$ 852,926
ENDING FUND BALANCE:	\$ 14,666,293	\$ 15,519,217
TOTAL USES	\$ 91,491,405	\$ 91,022,856

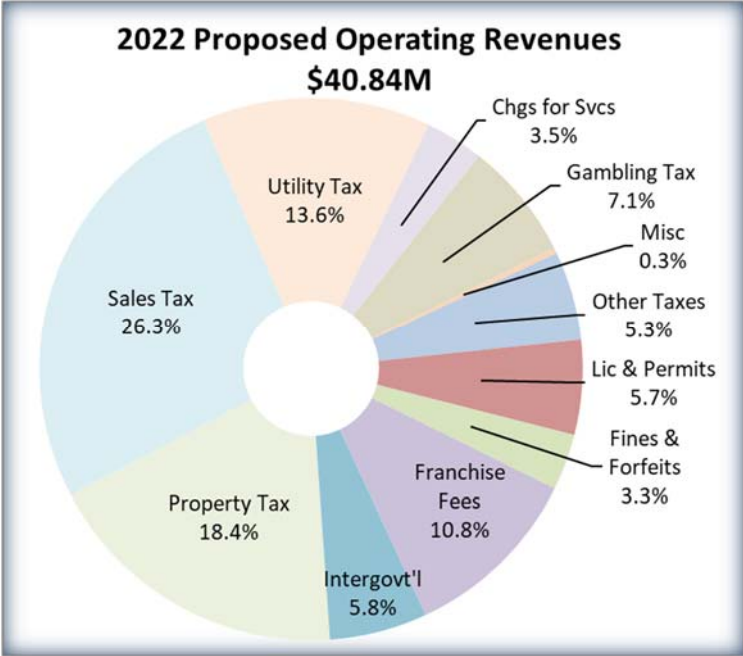
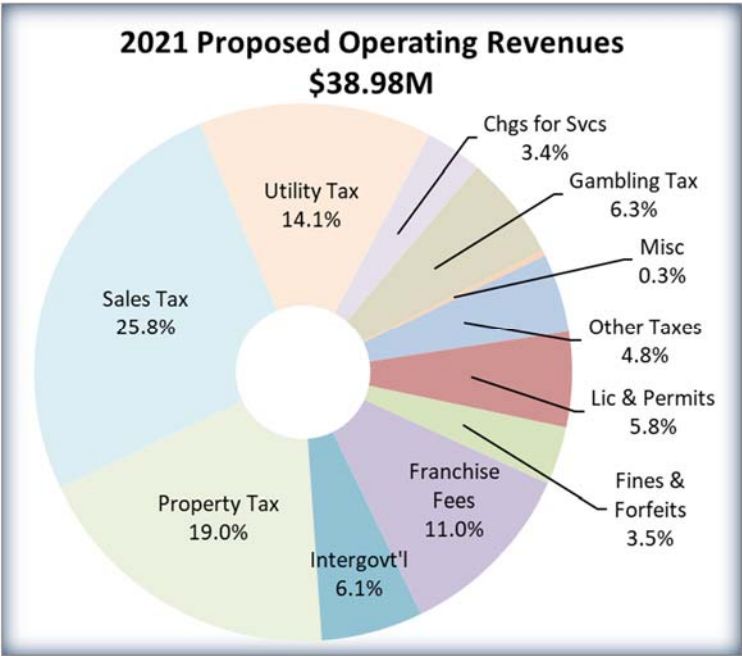
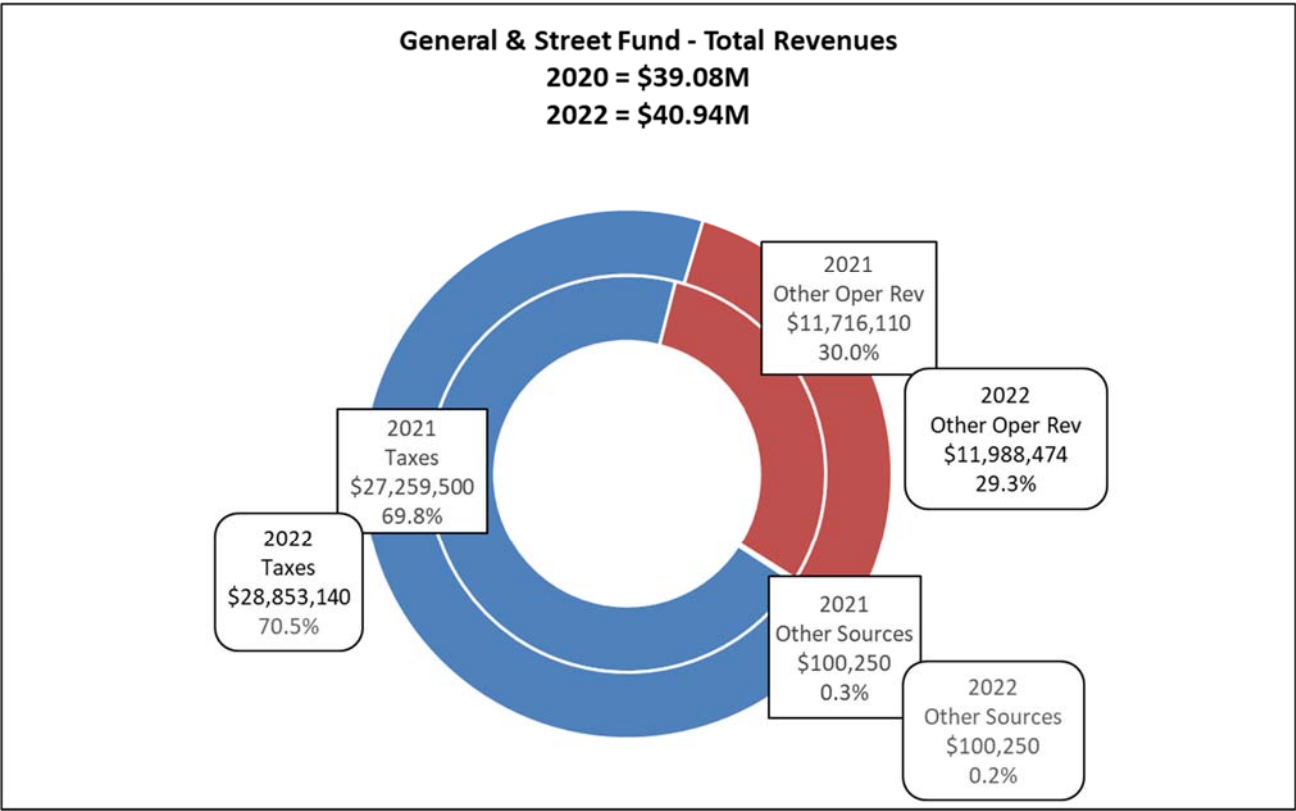


General & Street Fund – Sources & Uses

Item	2021 Proposed	2022 Proposed
BEGINNING FUND BALANCE	\$ 5,767,631	\$ 4,803,740
OPERATING REVENUE:		
Property Tax	7,412,100	7,508,500
Sales Tax	10,060,000	10,724,000
Utility Tax	5,479,100	5,556,700
Gambling Tax	2,452,000	2,880,040
Other Taxes	1,856,300	2,183,900
Licenses & Permits	2,244,225	2,307,600
Franchise Fees	4,269,000	4,397,000
Intergovernmental	2,380,770	2,376,949
Charges for Services	1,331,550	1,414,300
Fines & Forfeits	1,363,205	1,363,205
Miscellaneous	127,360	129,420
Total Operating Revenues	\$ 38,975,610	\$ 40,841,614
CAPITAL AND OTHER SOURCES:		
Other Sources	100,250	100,250
Total Other Sources	\$ 100,250	\$ 100,250
SUBTOTAL REVENUES	\$ 39,075,860	\$ 40,941,864
INTERFUND TRANSACTIONS:		
Interfund Transfers	1,666,603	1,675,273
Total Rev/Other Sources/Interfund	\$ 40,742,463	\$ 42,617,137
TOTAL SOURCES	\$ 46,510,094	\$ 47,420,877
OPERATING EXPENDITURE:		
City Council	148,287	148,304
City Manager	709,663	786,061
Administrative Services	1,912,776	1,976,091
Non-Departmental	136,925	136,925
Comm & Economic Dev	2,519,917	2,661,418
Parks, Rec & Comm Svcs	4,668,142	4,755,718
Public Works	589,539	625,545
Legal	1,623,752	1,631,231
Municipal Court	1,990,524	2,009,514
Police	24,459,348	24,985,911
Total Operating Expenditures	\$ 38,758,873	\$ 39,716,718
OTHER USES:		
Operating Grants/One-time Uses	153,454	74,709
Total Other Uses	\$ 153,454	\$ 74,709
SUBTOTAL EXPENDITURES	\$ 38,912,326	\$ 39,791,428
INTERFUND TRANSACTIONS:		
Interfund Transfers	2,745,396	2,616,521
Total Interfund Transactions	\$ 2,745,396	\$ 2,616,521
Total Exp/Other Uses/Interfund	\$ 41,657,722	\$ 42,407,949
Changes in Fund Balance	\$ (915,259)	\$ 209,189
ENDING FUND BALANCE:	\$ 4,852,372	\$ 5,012,929
TOTAL USES	\$ 46,510,094	\$ 47,420,877

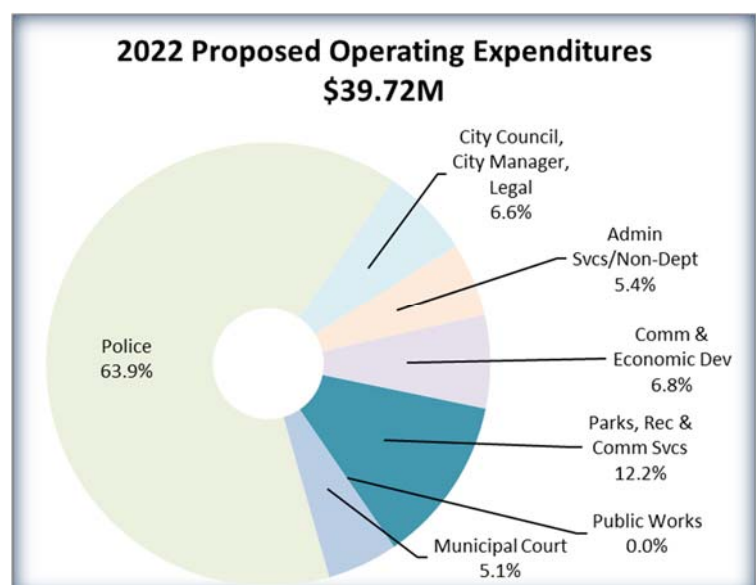
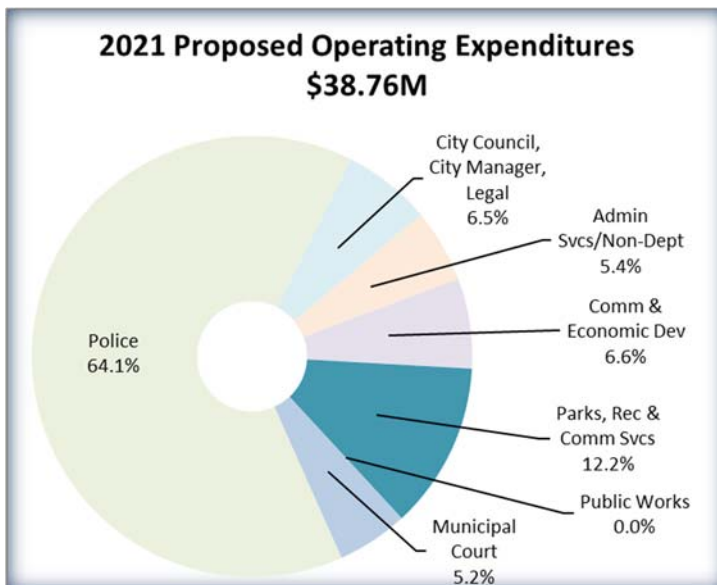
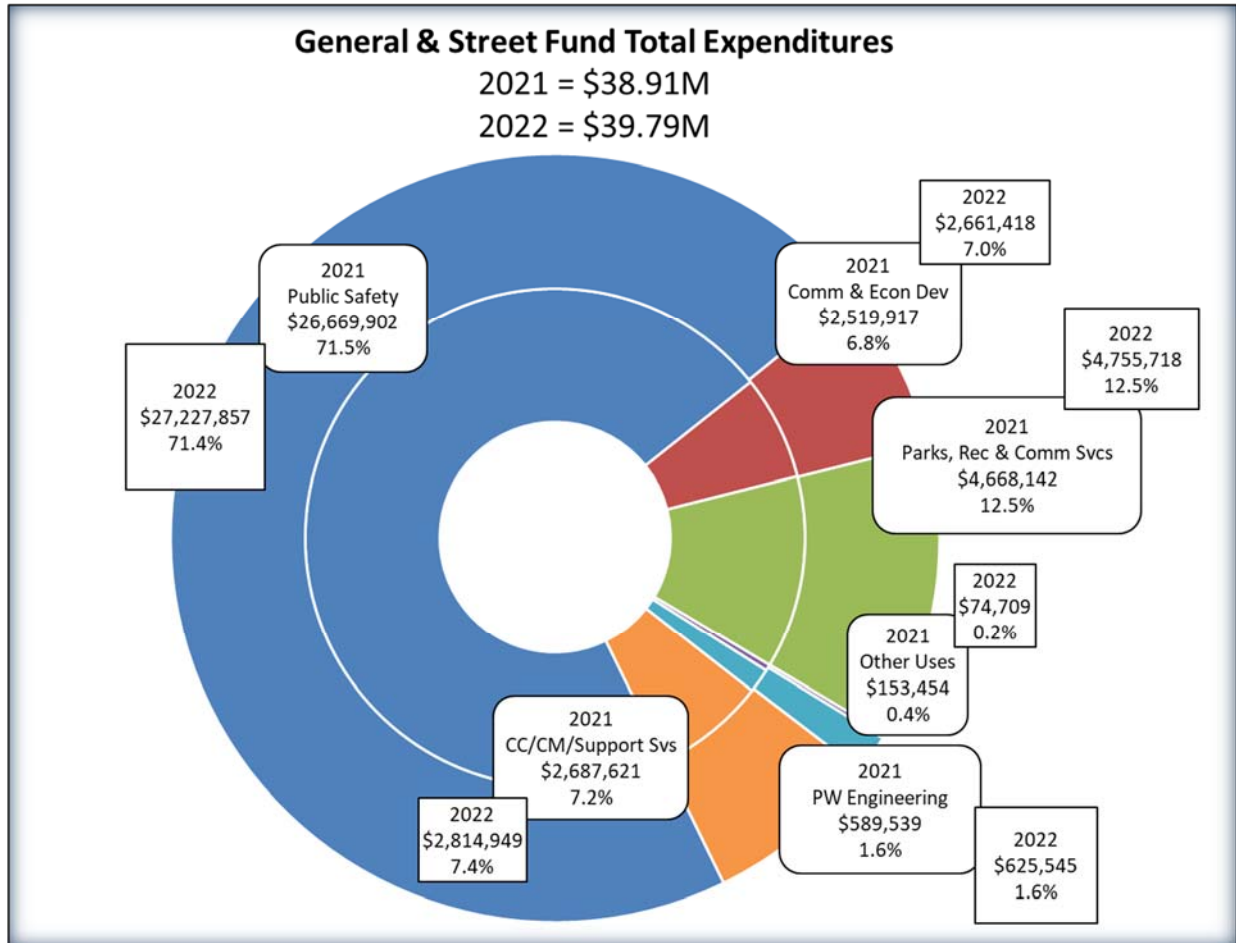
General & Street Fund - Sources

Revenues for General & Street Fund total \$39.08M in 2021 and \$40.94M in 2022. Taxes (sales tax, property tax, utility tax, gambling tax, admissions tax, and other taxes) account for 70% of total revenues in 2021 and 70% in 2022. Operating revenues total \$38.98M in 2021 and \$40.84M in 2022 while other sources total \$100K in 2021 and \$100K in 2022.



General & Street Fund - Uses

Expenditures for General & Street Fund total \$38.91M in 2021 and \$39.79M in 2022. Operating expenditures total \$38.76M in 2021 and \$39.72M in 2022 while other uses total \$153K in 2021 and \$75K in 2022.



General Fund Ending Fund Balance

Ending fund balance for all funds total \$14.7M in 2021 and \$15.5M in 2022. The General Fund ending fund balance of \$4.80M in 2021 and \$4.94 meets the 12% target reserves established as follows:

- *2% General Fund Contingency Reserves (\$785K in 2021 / \$823K in 2022):*

The purpose of this reserve is to accommodate unexpected operational changes, legislative impacts, or other economic events affecting the City's operations which could not have been reasonably anticipated at the time the original budget was prepared. The City Council will determine how the Contingency Reserves are spent.

- *5% General Fund Ending Fund Balance Reserves (\$1.96M in 2021 / \$2.06M in 2022):*

The purpose of this reserve is to provide financial stability, cash flow for operations and the assurance that the City will be able to respond to revenue shortfalls with fiscal strength.

- *5% Strategic Reserves (\$1.96M in 2021 / \$2.06M in 2022):*

The purpose of this reserve is to provide some fiscal means for the City to respond to potential adversities such as public emergencies, natural disasters or similarly major, unanticipated events.

Fund Balance	2021 Proposed	2022 Proposed
Total General/Street O&M Funds	\$ 4,803,740	\$ 4,935,157
2% Contingency Reserves	785,206	822,526
5% General Fund Reserves	1,963,016	2,056,316
5% Strategic Reserves	1,963,016	2,056,316
Unreserved/(Shortfall)	92,503	-
Total Designated/Reserved	\$ 9,862,552	\$ 10,584,059
Reserved for Operations:	\$ 4,993,318	\$ 5,286,268
102 Real Estate Excise Tax	261,900	195,000
103 Transportation Benefit District	1,475,000	1,670,000
104 Hotel/Motel Lodging Tax	1,375,103	1,575,103
105 Property Abatement/RHSP	-	-
106 Public Art	-	-
180 Narcotics Seizure	-	-
181 Felony Seizure	-	-
182 Federal Seizure	-	-
190 CDBG	-	-
191 Neighborhood Stabilization Program	-	-
192 SSMCP	-	-
195 Public Safety Grant	-	-
401 Surface Water Management	1,881,315	1,846,165
Debt Service:	\$ 840,977	\$ 1,239,778
201 GO Bond Debt Service	-	-
202 LID Debt Service	-	92,161
204 Sewer Project Debt Service	708,683	1,015,323
251 LID Guaranty	132,294	132,294
Capital Projects:	\$ 206,832	\$ 326,832
301 Parks Capital	-	-
302 Transportation Capital	181,246	181,246
311 Sewer Capital Project	25,586	145,586
312 Sanitary Sewer Connection CIP	-	-
Replacement Reserves:	\$ 3,821,425	\$ 3,731,181
501 Fleet & Equipment	3,456,779	3,204,779
502 Property Management	159,124	254,124
503 Information Technology	205,522	272,278
504 Risk Management	-	-
Total Ending Fund Balance	\$ 14,666,293	\$ 15,519,217

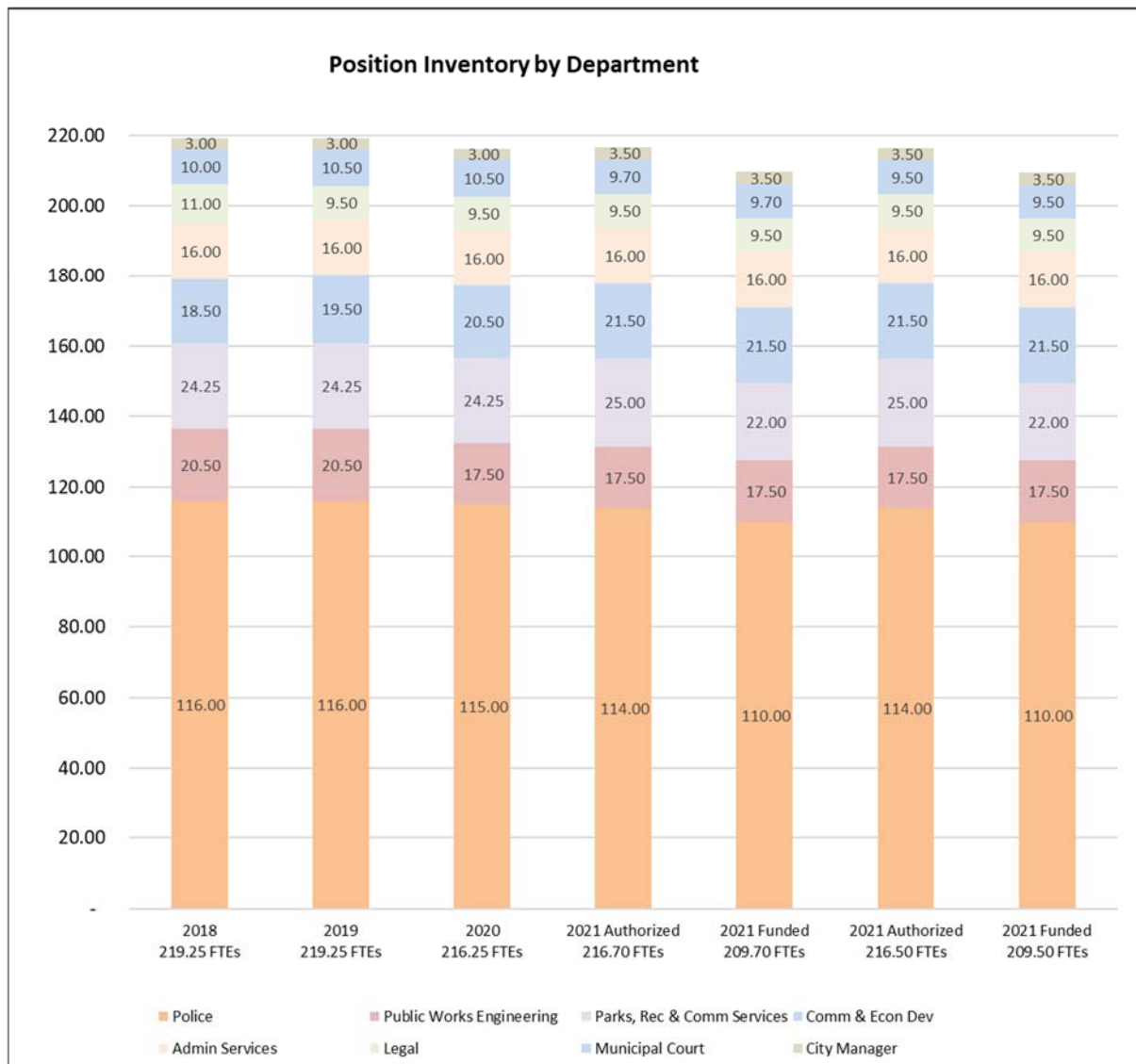
City Employees

The 2021/2022 proposed biennial budget includes 216.70 authorized positions/ 209.70 funded FTEs funded in 2021 and 216.50 authorized positions/209.50 funded FTEs in 2022.

Department	2018	2019	2020	2021		2022	
				Authorized	Funded	Authorized	Funded
City Manager	3.00	3.00	3.00	3.50	3.50	3.50	3.50
Administrative Services	16.00	16.00	16.00	16.00	16.00	16.00	16.00
Community & Economic Development*	18.50	19.50	20.50	21.50	21.50	21.50	21.50
Parks, Recreation & Community Services	24.25	24.25	24.25	25.00	22.00	25.00	22.00
Public Works Engineering*	20.50	20.50	17.50	17.50	17.50	17.50	17.50
Legal*	11.00	9.50	9.50	9.50	9.50	9.50	9.50
Municipal Court*	10.00	10.50	10.50	9.70	9.70	9.50	9.50
Police	116.00	116.00	115.00	114.00	110.00	114.00	110.00
Grand Total	219.25	219.25	216.25	216.70	209.70	216.50	209.50

* Includes the following limited term positions in the 2021 and 2022 proposed budget:

- One in support of transportation capital.
- Two in support of the RHSP/abatement program.
- One in support of development services.
- One in support of Veterans Treatment Court.
- One in support of legal.



Debt Management

In April 2019, Standard & Poor's (S&P) assigned its AA long-term bond rating to the City's new 2019 bond issue providing for \$8M in funds for transportation projects. At the same time, S&P affirmed its AA long-term rating on the City's outstanding general obligation debt, which was upgraded in June 2018 to AA, up from AA-. In 2014, S&P upgraded the City's rating to AA-, up from A. Over four years the City saw its bond rating increase three steps – skipping A+ in 2014 and going directly to AA. The AA bond rating, which is an extraordinary achievement for our City, will translate into lower financing costs by attracting a broader range of investors. This rating is also a positive reflection of the City's effectiveness in managing its financial resources.

Existing General Government debt service is comprised of a promissory note issued in 2005 in support of 59th Street roadway improvements, councilmanic GO bonds issued in 2016 (refinanced 2009 bonds for resulting in interest savings) in support of constructing a new police station, and LOCAL funding for the City's LED streetlight retrofit program. Annual General Fund supported debt service payments will total \$448K in 2021 and \$445K in 2020, which equates to roughly 1% of general fund operating revenue.

The City does have other debt, specifically four outstanding public works trust fund loans (PWTFL) in support of sewer extensions into the Tillicum and Woodbrook neighborhoods that are financed with an assessment on all Lakewood sewer accounts. In addition, the City has three outstanding local improvement districts (LIDs) that were established to help finance street improvements; these debt obligations are repaid through the collection of assessments from adjacent property owners.

The following tables summarized the City's outstanding debt at the end of 2020.

Summary of Outstanding Debt As of December 31, 2020								
Description	Purpose	Issue Date	Final Maturity	Interest Rate %	Amount Issued	Outstanding Debt	Average Annual Payment	Funding Source
2019 Limited Tax General Obligation Bonds (LTGO)	Transportation Projects	5/8/2019	12/1/2038	3.0 - 5%	\$ 7,460,000	\$ 7,200,000	\$ 541,000	Real Estate Excise Tax
2016 Limited Tax General Obligation Bonds (LTGO)	Refunding 2009 LTGO	4/19/2016	12/1/2028	1.40 - 2.41%	\$ 1,884,032	\$ 1,536,314	\$ 209,000	General Fund
LOCAL Financing	LED Streetlight Retrofit	3/24/2015	12/1/2027	2.33%	\$ 1,460,000	\$ 960,000	\$ 155,000	General Fund
59th Avenue Promissory Note	Right-of-Way / Roadway in Lakewood Towne Center	4/30/2005	4/30/2024	3.74%	\$ 1,071,000	\$ 281,225	\$ 77,000	General Fund
Subtotal					\$ 11,875,032	\$ 9,977,539	\$ 982,000	
PWTFL 04-691-PRE-132	American Lake Gardens/ Tillicum Sewer	7/7/2005	7/7/2024	1.00%	\$ 593,864	\$ 118,861	\$ 31,500	Assessments on all Lakewood Sewer Accounts
PWTFL 06-962-022	American Lake Gardens/ Tillicum Sewer	9/18/2006	9/18/2026	0.50%	\$ 5,000,000	\$ 1,766,892	\$ 305,000	Assessments on all Lakewood Sewer Accounts
PWTFL 08-951-025	American Lake Gardens/ Tillicum Sewer	3/1/2008	7/1/2028	0.50%	\$ 1,840,000	\$ 832,209	\$ 109,000	Assessments on all Lakewood Sewer Accounts
PWTFL 12-951-025	American Lake Gardens/ Tillicum Sewer	6/1/2012	6/1/2031	0.50%	\$ 500,000	\$ 392,857	\$ 38,000	Assessments on all Lakewood Sewer Accounts
Subtotal					\$ 7,933,864	\$ 3,110,819	\$ 483,500	
Combined Local Improve District (CLID) 1101/1103	Street Improvements	12/1/2006	12/1/2026	3.75 - 4.65%	\$ 2,824,704	\$ 105,000	\$ 115,000	Assessment on Eight Property Owners
Local Improvement District (UD) 1108	Street Improvements	1/1/2008	12/1/2027	4.22 - 5.3%	\$ 880,000	\$ 122,671	\$ 66,000	Assessment on Single Business
Local Improvement District (UD) 1109	Street Improvements	3/2/2020	3/1/2033	2.76 - 3.47%	\$ 922,757	\$ 922,757	\$ 97,000	Assessment on Single Business
Subtotal					\$ 4,627,461	\$ 1,150,428	\$ 278,000	
Total					\$ 24,436,357	\$ 14,238,787	\$ 1,743,500	

Enterprise Fund – Surface Water Management

The proposed budget for totals \$5.1M in 2021 and \$7.6M in 2022 and includes SWM capital projects as follows:

SWM Capital Projects		2021	2022
401.0014	2022 Water Quality Improvements	\$ 25,000	\$ 200,000
401.0016	112th St. Drainage Improvements	40,000	350,000
401.0020	2022 Drainage Pipe Repair Project	35,000	315,000
401.0023	Clover Creek Flood Risk Reduction Study	125,000	-
401.0025	2023 Drainage Pipe Repair Project	-	35,000
Total		\$ 225,000	\$ 900,000

It also includes transfers to transportation capital project funds for storm drainage element of the project as follows:

Transfers to Transportation CIP Projects		2021	2022
302.0135	Streets: JBLM North Access Improvement Project	\$ 1,500,000	\$ 3,000,000
302.0137	Streets: Steilacoom Blvd/88th (Weller to Custer Road)	75,000	-
Total		\$ 1,575,000	\$ 3,000,000

The proposed budget includes issuing revenue bonds totaling \$4.0M in support of the JBLM North Access Project with annual debt service of \$501K per year.

The proposed budget meets the ending fund balance reserves per the City's financial policies for enterprise funds which states:

The City shall maintain a minimum fund balance in its enterprise funds equal to 33% of operating expenses (equivalent to 120 days of operating expenses due to the infrequent revenue stream from annual or bi-annual revenue receipt). This balance shall be maintained to ensure adequate maintenance reserves and cash flow. Additionally, the City shall maintain a capital fund balance equal to 1% of the original system cost, establish and maintain debt service reserves if required as a condition of future debt issuance, and fund system reinvestment annually through rates based on original cost depreciation using a phased in strategy to mitigate potential impacts on rate increases. Balances in excess of reserves may be utilized for capital projects.

The estimated ending fund balance at the end of 2022 is \$1.8M and includes \$1.7M in required reserves as follows:

- \$1.2M Operating Reserves
- \$529K Capital Reserves

Capital Projects

The proposed budget for capital projects funds total \$17.1M in 2021 and \$12.9M in 2022 as follows:

Capital Project Funds	2021 Proposed	2022 Proposed
301 Parks	\$ 570,000	\$ 3,355,000
302 Transportation	15,732,002	9,411,998
311 Sewer	795,000	130,000
Total	\$ 17,097,002	\$ 12,896,998

The proposed budgets includes capital projects for 2021 and 2022 from their respective 6-year plans as follows:

Parks Capital Projects			2021	2022
301.0020	Wards Lake Improvements	*	200,000	1,750,000
301.0027	American Lake Improvements (ADA and Waterfront Improvements)	*	200,000	1,300,000
301.0028	Oakbrook Park Improvements		-	50,000
301.0034	Park Sign Replacement		90,000	120,000
301.0038	Playground Replacement		-	55,000
301.0016	Park Equipment Replacement		20,000	20,000
301.0017	Park Playground Resurfacing		10,000	10,000
301.0018	Project Support		50,000	50,000
Total			\$ 570,000	\$ 3,355,000

* Contingent on funds anticipated.

Transportation Capital Projects			2021	2022
302.0068	Overlay: Pacific Hwy - 108th to SR512		\$ 31,000	\$ 680,000
302.0080	Overlay: 108th Street – Bridgeport Way to Pacific Highway		746,000	-
302.0133	Street & Sidewalks: Steilacoom Blvd (Farwest to Weller) ROW Acquisition		1,100,000	-
302.0074	Streets: South Tacoma Way - 88th to 80th St (Design)		515,000	-
302.0135	Streets: JBLM - North Access Improvement Project		9,351,002	7,273,998
302.0137	Streets: Steilacoom Blvd/88th (Weller to Custer Rd.)		2,560,000	-
302.0001	Personnel, Engineering & Professional Services		587,000	616,000
302.0002	Street Lights: New LED Streetlight		175,000	175,000
302.0003	Safety: Neighborhood Traffic Safety/Traffic Calming		27,000	27,000
302.0004	Minor Capital & Major Maintenance		260,000	260,000
302.0005	Chip Seal Program - Local Access Roads		380,000	380,000
Total			\$ 15,732,002	\$ 9,411,998

Sewer Capital Projects			2021	2022
311.0002	Side Sewer CIPs		\$ 50,000	\$ 50,000
311.0005	Maple St. Sewer Extension		710,000	-
311.0006	Rose Road & Forest Road Sewer Extension		-	45,000
Total			\$ 760,000	\$ 95,000

There is also an additional \$35,000 per year budgeted for administration of the sewer program.

Internal Service Funds

The proposed budget for internal service funds total \$5.8M in 2021 and \$5.4M in 2022 as follows:

Internal Service Funds	2021 Proposed	2022 Proposed
501 Fleet & Equipment	\$ 1,239,720	\$ 1,007,720
502 Property Management	925,603	703,917
503 Information Technology	2,059,879	2,110,783
504 Risk Management	1,596,480	1,596,480
Total	\$ 5,821,682	\$ 5,418,900

The proposed budgets include vehicle and equipment replacements, property management and information technology projects for 2021 and 2022 from their respective 6-year plans as follows:

Proposed Fleet & Equipment	2021		2022	
	1-Time	Ongoing	1-Time	Ongoing
Replace Police Vehicles, Funded by Replacement Reserves 4 Vehicles in 2021 and 4 Vehicles in 2022	162,000	-	140,000	-
General Operation Vehicles & Applicable Add-Ons, Funded by Replacement Reserves 6 Vehicles in 2021 and 1 Vehicle in 2022	322,000	-	45,000	-
General Operation Equipment, Funded by Replacement Reserves Replace PRCS Dynapac Roller	-	-	35,000	-
General Operation Equipment, funded by Replacement Reserves Replace PRCS 2006 Rake-O-Vac	-	-	32,000	-
Total	\$ 484,000	\$ -	\$ 252,000	\$ -

Ref #	Proposed Property Management Projects	2021		2022	
		1-Time	Ongoing	1-Time	Ongoing
502.0020	Police Station Parking Lot Improvements	\$ 20,000	\$ -	\$ -	\$ -
502.0016	Police Firearms Range Equipment	45,000	-	-	-
502.0026	Front Street O&M Shop - Paving of Washdown Station & Perimeter	10,000	-	-	-
502.0027	Front Street O&M Shop - New Fuel Tank and Installation and Removal of Old	150,000	-	-	-
502.0002	City Park Parking Lot Improvement Program	5,000	-	5,000	-
	Total	\$ 230,000	\$ -	\$ 5,000	\$ -


Ref #	Proposed Information Technology Investments	2021		2022	
		1-Time	Ongoing	1-Time	Ongoing
503.0009	Expand Video Surveillance	\$ -	\$ -	\$ 20,000	\$ -
503.0011	Server/Hardware Upgrades	30,000	-	-	6,000
502.0015	Computer Replacement	138,750	-	138,750	-
	Total	\$ 168,750	\$ -	\$ 158,750	\$ 6,000

NEXT STEPS

November 16, 2020 Regular Meeting

- Adopt Declaration of Substantial Need
- Adopt 2021 Property Tax Levy
- Adopt 2021/2022 Biennial Budget
- Adopt 2021 Fee Schedule Amendments



TO: Mayor and City Council
FROM: Tiffany Speir, Long Range & Strategic Planning Manager
THROUGH: John Caulfield, City Manager 
DATE: November 9, 2020
SUBJECT: Coronavirus Relief Fund (CRF) Grant Funding Status

The City of Lakewood was awarded a total of \$2,685,150 in CRF Program funds in two rounds. The City Council adopted Resolution 2020-11 on June 15 establishing guidance and budget priorities for disbursement of the first round of funds to outside parties and to the City for certain COVID-19 response costs; the Council provided additional policy direction at its September 16 meeting when the second round of funds was discussed.

As of November 3, the City has been reimbursed \$1,012,312.68 by the Department of Commerce.

As of November 6, the City has disbursed \$1,367,703.77 to external recipients through regular and special check runs. The remaining disbursements will occur on November 15, 23, and 30 if needed.

Due to the City's schedule for the 2020 Lakewood budget adjustment as well as the schedule for the City to complete its processing of the Lakewood CRF grant from the Department of Commerce, no further proactive outreach for new external CRF grant recipients will be conducted. Certain recipients have not yet provided all required documentation for their grants to be disbursed; in addition to the staff handling this program, an intern has been recruited to assist with outreach to grant recipients.

Included below is a summary of how the CRF grant funds have been allocated.

TOTAL CRF Funds	\$2,685,150.00
Total Public Partners through 11/3/20	\$200,413.00
Total Human Services Partners and Child Care through 11/3/20 (\$891,640 HmnSvcs + \$68,927 Child Care= \$960,567)	\$960,567.00
Total Business & Commercial Landlord Assistance through 11/3/20 (\$718,137.79 SmBiz + \$370,530.45 CLL = \$1,088,668.24)	\$1,088,668.24
Total Round 2 Funds Set-Aside for external then internal costs (\$180,050 - \$180,050 external costs = \$0)	\$0.00
Subtotal CRF Grant Scheduled Disbursements to External Recipients	\$2,249,648.24
City CRF Allocations through 11/3/20	\$434,080.08
Remaining CRF Funds	\$1,421.68